



Children's Hospices Across Scotland

## JOB DESCRIPTION – PARTNERSHIP EXECUTIVE

### Job Details

Job Title – **Partnership Executive**

Location – **Edinburgh, Stepps or Kinross with hybrid working options**

Responsible to – **Senior Partnership Exec**

Salary – **EC Level E SP15-19**

Job Family – **Support – Non Hospice**

### Job Purpose

Working within the Partnership Team as well as colleagues across Income Generation and Engagement, you will be instrumental in supporting the account management team in the stewardship of corporate partners.

Ultimately you will form part of a team that is driving income to ensure we reach every child in Scotland that needs us and keep the joy alive for those that we are currently supporting.

### Main Tasks

- Support the delivery of the corporate account management portfolio
- Team working
- Volunteer engagement

### Job Activities

#### **Partnership relationship management**

- Supporting the Partnership team across a portfolio of partners
- Develop existing corporate supporter relationships ensuring all possible opportunities for revenue generation are utilised.
- Effective communication with partners on a regular basis with the view to growing the relationship, enhancing opportunities and increasing engagement between the partner and CHAS
- Maintain partnership records on CHAS database including communications, financial tracking and thanking.
- Maintain a strong external profile keeping up to date with developments in the Corporate and Charity sector

### **Team working**

- Working with colleagues across Income Generation and Engagement to maximise opportunities for and from CHAS, corporate partners e.g. campaigns, events and Community Fundraising
- Develop relationships with key internal stakeholders in order to engage and involve them appropriately in the Partnership team's activity

### **Volunteer engagement**

- Development of Employer Supported Volunteering (ESV) within CHAS in line with Partnership team strategy
- Planning and delivering meaningful ESV Opportunities for CHAS partners
- Supporting Partnership team in prioritising volunteering opportunities for transformational and strategic partners

### **Research**

- Identify and follow up opportunities with existing partners to raise income and awareness, ensuring maximum opportunities for revenue generation
- Occasional support for new business pipeline research, depending on BAU demands.

### **Compliance**

- In line with appropriate legislation and organisational procedures, maintain supporter records within the Raiser's Edge Database, ensuring information is accurate and current
- In line with appropriate legislation and CHAS financial procedures, adhere to accurate recording and processing of donations and information where applicable

### **Health and Safety**

- Responsible for complying with the CHAS Health and Safety Management Policy and associated procedures and co-operate with CHAS in complying with its legal duties

### **Information Governance**

- Responsible for complying with the CHAS Information Governance Framework and associated policies and co-operate with CHAS in complying with its legal duties

## **Dimensions**

- Responsible for handling incoming donations, as required
- Manage key relationships with external stakeholders

## **Decisions and Communications**

### **Decisions**

- Generally works with a degree of autonomy within the agreed parameters when making day-to-day decisions with support from the wider Partnership team e.g. the application of suitable fundraising methods; how best to maintain and develop relationships that exist between CHAS and a partner; prioritisation of workload.

### **Communications**

- Regular external communication with partners, which are tailored and engaging

- Comfortable interacting with corporate audiences
- Regularly articulates detailed information to internal and external stakeholders
- Works with the CHAS marketing and communications team, staff and volunteers to deliver increased awareness of CHAS's fundraising and supporter opportunities
- Works to explore new ways to engage, develop ideas and suggestions from CHAS staff, volunteers and supporters in relation to partnerships



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## PERSON SPECIFICATION – PARTNERSHIP EXECUTIVE

### Education, Qualifications, and Training

#### Essential

- Educated to HND level or equivalent qualification or minimum of 2 years corporate fundraising experience

#### Desirable

- Certificate in Fundraising or equivalent professional qualification

Method of Assessment – Application Form

### Skills, Abilities, and Knowledge

#### Essential

- Knowledge of the voluntary, public and private sectors in Scotland,
- Evidence of advanced level communication skills, being able to convey complex information in verbal and written formats if required; and representing the interests of the organisation at all levels
- Strong IT and keyboard skills
- Commitment to excellence and integrity in fundraising and communications
- Ability to implement CHAS policy with particular regard to fundraising in an ethical manner e.g. working with volunteers, young people and families and using their images in the public domain

Method of Assessment – Application Form and Interview

### Experience

#### Essential

- Demonstrable experience of an account management or support for account management role
- Demonstrable experience of growing external financial support and developing contacts and networks
- Experience in relationship building and negotiating, to positively influence internal and external contacts

#### Desirable

- Experience of working with fundraising databases, in particular Raiser's Edge
- Experience of working with Volunteers

Method of Assessment – Application Form and Interview

## Personal Qualities

### Essential

- Acts as an engaging and inspiring ambassador for CHAS and displays positive behaviours
- Self-motivated
- Professional and proactive attitude with a real pride in quality of work
- Forms meaningful relationships with others
- Accountable for own actions and decisions
- Commitment to ongoing learning and development
- Commitment to CHAS core values, vision and purpose
- Commitment to working with/supporting volunteers
- Views change as a natural, positive and continuing process

Method of Assessment – Interview

## Other Requirements

### Essential

- Access to a car and a full driving licence
- Willingness to travel frequently between CHAS sites and occasionally to other parts of Scotland
- Willingness to occasionally work flexibly to meet the needs of the job which may include evening and weekend work

Method of Assessment – Application Form and Interview