



Corporate Partnerships

Lead

Application Pack

- BE THE TRAILBLAZER
- ACTIVATE CHANGE
- STRENGTHEN LIVES
- BUILD COMMUNITIES
- EMBRACE THE CHALLENGES
- BE THE HELPING HAND
- FAITH TAKING ACTION
- PURPOSEFUL ACTION
- REAL PEOPLE
- REAL FAITH
- RISK TAKERS

CONTENTS

THE MARYLEBONE PROJECT	3
THE ROLE OF CORPORATE PARTNERSHIPS LEAD	5
JOB DESCRIPTION.....	7
ROLE REQUIREMENTS	10
OUTLINE TERMS AND CONDITIONS	13
WHAT MAKES US CHURCH ARMY	14
APPLICATION PROCESS.....	16



THE MARYLEBONE PROJECT

The Marylebone Project provides a life-changing service for homeless women and is the largest and longest-running centre of its kind in London and the UK with over 90 years of experience supporting vulnerable homeless women in crisis. It is a registered social landlord set up through a partnership between Church Army and the Portman House Trust.

We provide the largest range of services in the UK for women experiencing homelessness. We are proud to provide 112 long- and short-term beds to homeless women as well as safety and support 24/7, 365 through 'The Sanctuary' - our newly refurbished drop-in facility. We deliver education, employment and training opportunities and meaningful activities in order to support service users into independent living.

Whatever stage of their journey, we can provide training opportunities, including through our Social Enterprises, and all of what we do is shaped by and focussed on the women in order to support and empower them to independent living.



Those we support are often affected by substance misuse, unemployment, domestic violence and mental health issues. Whatever their story, we aim for the same ending; self-esteem, employment and independent living. We do this by providing shelter, emotional support, education opportunities, spiritual space, and events in a welcoming and secure environment.

Our ethos is that each woman is a very special person and through the themes of:

Hospitality - all are welcomed

Empowerment - equipping women to make informed choices

Resettlement - encouraging and supporting women towards independent living

Spirituality - God loves each person regardless

The Marylebone Project is led by our Executive Manager, Amy Hull, and our Senior Homeless Manager, Sue Way, who also oversees our youth homelessness project in Cardiff. We currently employ around 50 staff at the Project in a range of roles. Our Project is reliant on the generous giving of our supporters and is a partly commissioned service through Westminster Council. We operate across two sites: Bradbury House and Elgood House, proudly offering our services 24-7 365.

Find out more about the work of the Marylebone Project and hear from our staff and inspirational women by listening to the BBC Five Live broadcast from the Marylebone Project [here](#).

"I am so pleased to be the first-ever Patron of the Marylebone Project. This amazing place serves hundreds of homeless women every week and helps them make a fresh start. I love how the project empowers women to make the changes to transform their own lives. I see this myself when I visit, and I am always inspired by the stories of the women I meet."

Ellie Goulding, Patron





ROLE OF CORPORATE PARTNERSHIPS LEAD

We are excited to launch a Corporate Partnerships Lead role at the Marylebone Project. Corporate Partnerships provide us with essential skills, resources and support to develop our work and improve our services for Women.

The Corporate Partnerships Lead will play a significant role in generation income, networks, and relationships by increasing the profile of the Marylebone Project, by aiming to partner with companies looking to enhance the corporate social responsibility.

This role will work closely with the Marketing Lead at Marylebone, and our national Fundraising and Communications Team as part of Church Army, to achieve the fundraising targets associated with the Marylebone Project in line with Church Army's objectives and values.

We are looking for someone with a passion for people, extensive fundraising experience and a strong ability to engage businesses and corporates in the life changing work of the Marylebone Project.

We'd love to hear from you if you think that's you!

Amy Hull, Executive Manager



JOB DESCRIPTION

Job Title:	Corporate Partnerships Lead
Location:	Marylebone Project, Westminster London, with regular travel to the Wilson Carlile Centre office in Sheffield.
Responsible To:	Executive Manager
Relating To:	Director of Fundraising and Communications Head of Fundraising Fundraising Team Communications Team
Purpose:	To significantly grow direct and indirect (gifts-in-kind) sustainable fundraising income from existing and new corporate partners.
Objectives:	<ol style="list-style-type: none"> 1. To develop a corporate strategy for the Marylebone Project, including budgeting and reporting metrics. 2. To be responsible for the partnership management of new and existing corporate partners. 3. To develop new business and ensure ongoing corporate partnership.

RESPONSIBILITIES AND KEY TASKS:

1. To develop corporate strategy for the Marylebone Project, including budgeting and reporting metrics.

1.1 Drive the Marylebone Project’s corporate fundraising revenue, seeking opportunities to optimise and grow.

1.2 Use data, insight and subject matter expertise to inform strategy, budgeting and reporting.

1.3 Write and deliver a corporate fundraising strategy, with a focus on partnership growth, as well as winning new business - keeping Church Army’s values, brand, tone of voice and objectives in mind.

1.4 Achieve the annual targets agreed for corporate fundraising.

1.5 Provide regular reporting of metrics to the fundraising leadership and Marylebone Project management.

1.6 Build excellent working relationships with internal teams across Church Army and collaborate with them effectively, especially the Fundraising and Communications team

2. To be responsible for the partnership management of new and existing corporate partners.

2.1 Deliver excellent relationship management to all Marylebone Project's corporate partners, with a focus on building long-term, sustainable support and revenue, ensuring all opportunities are maximised.

2.2 Develop a corporate database and maintenance of these contacts and relationships.

2.3 Responsible for the creation of robust partnership plans, incorporating the objectives of both the partner and The Marylebone Project and meeting agreed, realistic fundraising targets.

2.4 Ensure partnership milestones and fundraising targets are monitored, met, reported and celebrated with key internal and external stakeholders.

2.5 Confidently represent Marylebone Project at key meetings and events, where public speaking may be required.

2.6 Oversee the delivery of Corporate Volunteering days and ongoing Corporate Social Responsibility work for the project.

3. To develop new business and ensure ongoing corporate partnership.

3.1 Develop a strong pipeline of new partnership opportunities with a focus on multi-year partnerships.

3.2 Cultivate and secure new high-value partnerships in line with our ambitious targets. This could include, but not limited to, prospect research, making proactive approaches, hosting or attending networking events, writing compelling proposals and applications, pitching, and leading on contract negotiations.

3.3 Utilise opportunities to develop volunteer and "in-kind" support from corporate partners where appropriate.

3.4 Maintain awareness of industry trends and best practice, with a view to use these to increase The Marylebone Project's income.

General:

- To undertake any such duties as are commensurate with the post at the direction of the line manager or their senior.
- To be active as a member of the Marylebone Project team, demonstrating and encouraging participation in team meetings and in the overall objectives and life of the Project.
- To attend an annual appraisal and regular supervision one to ones with your line manager.
- To undertake any training and development as required for the role as identified in an appraisal or supervision.
- To adhere to Church Army's contractual and non-contractual policies at all times. These are outlined in the Staff Handbook and on Church Army's intranet document library.
- Act in the best interest of the Marylebone Project and Church Army at all times.

TRAINING

As a responsible employer we know the value of continuing professional development and expect our employees to commit to ongoing training towards fulfilling their roles. We will provide you with the support you need to succeed, including professional training where appropriate, regular 1-2-1's with your line manager and all the support that comes from being part of a national charity.





ROLE REQUIREMENTS

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below. All aspects of the person specification will be assessed via the application form, interview and selection process, and within pre-employment check (e.g. references).

We are looking for a candidate that models the Church Army values in their work and life. You must be in sympathy with the vision & values of Church Army & the Marylebone Project and be willing to represent the organisation to various stakeholders.

ESSENTIAL	DESIRABLE
Proven experience in a successful corporate fundraising or sales role	Experience of working in the charity sector - homelessness or women's issues
Strong organisational skills - able to prioritise workload and use initiative	Experience of project management in a fundraising role
Excellent communicator (written and oral).	Experience of setting/managing budgets and writing fundraising strategies in a large organisation
Highly motivated and able to work on own initiative	Evidence of delivering new business partnerships with five and six figure donations.
Confident self-starter able to work on their own initiative and as part of a team	Experience of using a CRM system to deliver a frontline service experience
Strong networking and relationship building skills, working collaboratively and in partnership with internal and external stakeholders	Using a range of research techniques to keep abreast of opportunities and to conduct due diligence on potential partners
Understanding of the work we do and an awareness of the women's homelessness.	
A flexible approach to accommodate the needs of the project.	
Willingness to travel between London and Sheffield.	

Marylebone Project



Please keep your belongings with you at all times. Any items left in the Day Centre will be disposed of by Staff.



OUTLINE TERMS AND CONDITIONS

Salary	£33,280 per annum
Location	Marylebone Project, London, with regular travel to the office in Sheffield.
Hours	40 hours per week (Monday to Friday, in a pattern agreed with the line manager). Some flexibility in working hours is expected.
Pension	The employee will be enrolled into a pension scheme providing the post holder meets the criteria for eligibility. Minimum pension contributions will be paid by the employer for you if you are eligible.
Annual Leave	28 days per year, inclusive of bank holidays. Rising by one day per year of service to a maximum of 33 days, including 8 bank holidays.
DBS	This post is subject to an DBS (Disclosure and Barring Service) check and compliant with safeguarding policies and procedures. Safeguarding training will be required.
Probation Period	Six months
Contract Type	Permanent
Notice Period	Four weeks
Occupational Requirement	The Marylebone Project is based over two sites, 100m apart, and the job involves walking throughout and between both sites. The Bradbury House site is a listed building, over five floors with a lift. The postholder must be able to access all areas of the Project and may be required to do so quickly in the event of an emergency. The ability to undertake these physical aspects of the role and to carry smaller items are required as essential.

WHAT MAKES US CHURCH ARMY

Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

See our [We Are Church Army](#) video.

Our Values

Everything we do is underpinned by our GRACEUP values:



Generous - We believe God is generous and we want to model that generosity to others.



Risk-taking - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.



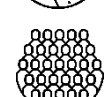
Accountable - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.



Collaborative - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.



Expectant - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.



Unconditional - We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.



Prayerful - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.

Working with Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act.

Church Army staff have access to a wide range of benefits, and you can find some of these listed on our [website](#) below our vacancies.



APPLICATION PROCESS

To apply, please submit an application form which is available to download from our website: www.maryleboneproject.org.uk and from the advert for this post.

For more information about the role, please contact Amy Hull on amy.hull@churcharmy.org

References will only be taken up once an offer of employment has been made, or unless we ask your permission to do so.

Applications should be sent to: recruitment@churcharmy.org

Deadline: 27th September 2024

Interview date: 8th October 2024

What to expect from our Recruitment Process:

- Upload your completed application form on our website, or email it to recruitment@churcharmy.org
- One of our team will acknowledge your application
- Applications are shortlisted against the person specification
- You will be contacted as to whether you have been invited to interview

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- An enhanced DBS check, where necessary
- Pre-employment medical questionnaire, where the role has a physical requirement
- Two satisfactory references
- Successful completion of a probationary period

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about the Marylebone Project please visit:

www.maryleboneproject.org and to find out about our parent organisation Church Army please visit: www.churcharmy.org