



envision

**Partnerships Officer
Application Pack**

Deadline: Midnight 10th April

Partnerships Officer

- **Reports to:** Regional Manager
- **Salary:** £25,000-£28,000 per annum (+ £2,000 London weighting if the post is based in London)
- **Contract type:** Permanent - Full time or Part time (minimum 3 days a week)
- **Location:** Our preference would be for this role to be based in **Birmingham**, however, we will accept applicants based in London and Bristol.
- **Hybrid:** We operate a hybrid working model with a minimum of 1 day per week in regional office

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from socio economically disadvantaged backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

Envision graduates will be guaranteed a first-round interview.



A bit about us

We empower young people from less-advantaged backgrounds, who are often underrepresented in the world of work, to develop the essential skills and confidence they need to succeed.

We partner each team of young people, led by an Envision Programme Coordinator, with a team of mentors from a local business to design and deliver a social action project that makes a positive change in their school or college community.

We create an equal partnership whereby young people bring the expertise of their chosen social issue and mentors bring the expertise of workplace skills.

Working towards their project goals and key milestones, young people build the essential skills and confidence proven to support their education, employment and well-being.

'I am most proud of working on my communication and determination skills as I now feel more confident talking to big crowds of people.'

Ammaarah,
Broadway Academy



We believe a young person's background mustn't determine their future.

We want to create a society where young people from less-advantaged backgrounds have an equal opportunity to build the essential skills and confidence needed to succeed in later life as their more privileged peers.

"People with higher levels of essential skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."
(Skills Builder Partnership 2023)



Where you come in

As a Partnerships Officer (PO) you will be responsible for providing support across our national partnership team. This team is responsible for developing and engaging our corporate, trust, school and individual supporters, helping Envision to grow with impact.

This role will have a particular focus on the development of corporate partnerships which provide mentor teams to support our young people's development and funding to support our own sustainability.

Working closely with the Director of People and Partnerships, Regional Managers, the Senior Partnerships Manager and another Partnerships Officer, you will provide research, administration, and business development across the wider team.



We are proud to partner with value-aligned organisations such as...



"Growing partnerships with our current and new corporate partners is crucial in enabling us to deliver our programme to more young people. We have a great track record of working with corporate partners across our 3 regions and hope to strengthen these further over the next three years."

George ,
Director of People & Partnerships & Deputy CEO

Responsibilities

- **Support the Partnerships Team** to achieve an annual income target from a mix of corporate, trust and individual donors.
- **Research and produce a pipeline** of new potential supporters across donor types with a particular focus on corporate partnerships through activities such as:
 - Systematic phone and desk research, including LinkedIn;
 - Generating referrals from our mentor community and existing partners
 - Researching and mapping event and networking with potential partners
- **Manage partnership records on our CRM** (Salesforce), and ensure records are accurate and up-to-date
- **Manage a charity of the year calendar**, ensuring it is up to date with opportunities.
- Acting as the **first point of contact for any enquiries regarding corporate partnerships**, ensuring all leads are followed up in a timely, friendly and consistent manner.
- **Liasing with Regional Managers** and connecting them to the new qualified leads
- **Support specific fundraising activities** and events
- **Assist with coordinating email marketing campaigns** and providing wider administrative support to the team as necessary.
- **Provide administrative and special project support** to the Regional Managers
- **Uphold Envision's values** and be a role model for young people and volunteers.
- Ensure that all activity is delivered **in line with Envision policies and procedures**.



Person Specification

Experience, Knowledge, and Skills	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Experience of project management – highly organised, with the ability to work with initiative and manage your own time to meet deadlines	E	A & I
Experience of working collaboratively with internal and external colleagues, partners and stakeholders – communicating effectively through written and verbal communication	E	A & I
Experience of working within a fundraising capacity or generating new business – including desk research and self-generating new leads	E	A & I
Understanding of, and/ or lived experience of, the barriers that young people face , that contribute to the education and employment gap	D	I
Competencies and Values	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Commitment to Envision's vision, mission and values and ability to work well in, and contribute to, our organisational culture	E	A & I
Communication: Ability to engage others through active listening, effective writing and speaking using tone, expression and gestures	E	I
Creativity: Developing ideas by considering different perspectives and using this to create solutions for problems	E	I
Teamwork: Working collaboratively and managing group discussions to reach shared decisions whilst understanding and respecting others' cultures, beliefs and experiences	E	I
Determination: Remaining flexible but resolute in your approach to reach your goals, and looking for opportunities in difficult situations	E	I

Conditions and Benefits

Terms and Conditions

Remuneration	£25,000-£28,000 per annum (additional £2,000 London weighting if the post is based in London)
Location	Our preference would be for this role to be based in Birmingham, however we will accept applicants based in London and Bristol. We operate a hybrid working policy with 1 day per week in your regional office and occasional travel across regions.
Contract Type	Permanent Full time

Employee Rights and Benefits

Pension:	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
Annual Leave	25 days plus bank holidays, plus 3 additional days between Christmas and New Year. The 25 day allowance will increase by one day per year up to 30 days
Volunteering Days	2 days per year, can be broken down into half days/ hours subject to agreement from line manager
Flexible Hours	10am to 4pm are core hours. Office hours are 8am to 6pm
Bike to Work Scheme	Up to £1000 limit
Parental Leave	Maternity Leave/ Adoption Leave/ Shared Parental Leave- 12 weeks full pay, 12 weeks half pay, 12 weeks statutory pay Paternity Leave- 4 weeks full pay
Compassionate Leave and Pay	Discretion of line manager (up to 5 days paid)
Sick Pay (OSP)	Occupational sick pay (OSP) - 2 weeks full pay in 1st year, 4 weeks full pay in Year 2 onwards.
Employee Eye Test	Envision will refund the cost of an annual eye test. Simply book and attend your eye test with any recognised optician (e.g. Specsavers, Vision Express etc) and then include the cost of the eye test in your next expenses claim
Charity Workers Discount	Receive savings and cashback on many personal purchases. They also offer a cashback prepaid card for more savings

Application Process

To apply, please complete the application form [here](#).

Recruitment Timetable	
Schedule	Milestone
Wed 10 April (Midnight)	Closing date for applicants
Thurs 25 April	Round 1 interviews
Thurs 2 May	Round 2 interviews

If you have any questions, please do not hesitate to contact us: vision@envision.org.uk

Please note:

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and well-being of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend Safeguarding Training during their induction period, in line with Envision's Safeguarding and Child Protection Policy. Failure to complete internal Safeguarding Training may result in the role being withdrawn.

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