



Candidate Brief

Partnership Officer



Background Information

CARE International – a global organisation fighting global poverty

CARE International operates in more than 104 countries around the world. We run poverty-fighting programmes and deliver life-saving aid in 90 developing countries. This work is supported by global policy and advocacy work, fundraising, and programme management provided by CARE members in countries like the USA and the UK.

CARE's Vision 2030 is the Confederation's 10-year strategy. Gender justice is central to our work and we recognise that poverty cannot be eradicated and social justice achieved while gender inequality persists. Discrimination against women has negative implications for global security and development, economic performance, food security, health, climate adaptation and the environment, governance, and stability. CARE's 2030 goal is that 50 million people of all genders experience greater gender equality (particularly eliminating Gender Based Violence, and increasing women and girls' voice, leadership and education).

CARE's Vision 2030 also commits to doing the work of Antiracism. We know that to be anti-poverty is necessarily to be anti-racist. Critical listening and learning is integral to our approach and we are committed across the CARE Confederation to relinquishing power in the global north and strengthening the role of the global south. We place these principles at the heart of our work, from how we hire and promote, govern and lead, mobilise resources and partner.

CARE is non-religious and non-political, allowing us to deliver humanitarian and development assistance to anyone in need regardless of race, sex, gender identity or expression, ethnicity, age, disability, health condition or medical history, religion, political view or sexual orientation.

CARE International UK

CARE International UK was founded in 1985 and we are one of 14 full members of the global CARE International Confederation. We employ 100 staff and generate around £50 million a year for CARE's poverty-fighting work.

As well as supporting CARE's [humanitarian](#) and [development work](#) around the world, CARE International UK provides specific expertise in the areas of women's economic justice, [women's voice and leadership](#), humanitarian response (particularly shelter, and gender in emergencies), and [engaging with the private sector](#). We also play a key role in CARE's work engaging with and influencing [policy-makers](#) and decision-makers to tackle the structural causes of poverty and social injustice. CARE's programmes are implemented through [CARE country offices](#). We also work in partnership with local organisations to deliver many of our programmes.

You can find out more about our current strategy 2030 [here](#)

The Application and Recruitment Process

1. Guidance on Completing the Application Form

Please complete the online application form clearly and in full, demonstrating how your skills, knowledge and experience relate to the Job Description and Competencies required for the role. When completing the personal statement, please address the relevant criteria in the Person Specification and provide evidence to support your answers. We're interested in what you did and the outcome. You may wish to include experience, skills and knowledge you acquired inside and outside of formal employment including through education, volunteering and life experience.

We can only shortlist candidates based on information provided in the application form. A personal statement tailored to the specific requirements of the role is an integral part of this information. Please do not attach a CV as this will not be considered.

Guaranteed Interview Scheme and Reasonable Adjustments

As part of CARE International UK's commitment to being a disability confident employer (level 2) we use the Guaranteed Interview Scheme. The Scheme guarantees that all disabled applicants who meet the essential criteria for the role are invited to interview. If you wish to be considered under the Guaranteed Interview Scheme, please complete the relevant section in the online application form.

To ensure our recruitment processes are fair and inclusive reasonable adjustments can be accessed at any stage. If you require adjustments at the application stage, including a copy of the recruitment pack in large print or an alternative format please contact hrteam@careinternational.org. We proactively ask all applicants invited to interview if any adjustments to facilitate their attendance and participation.

3. Referees

Please provide details of at least two referees, covering a minimum of 5 years; one must be your current or most recent employer. Voluntary placement or educational referees are suitable in the absence of employment references or gaps in employment history.

References will only be taken up as part of pre-employment checks if you are offered the role.

4. Equalities Monitoring

CARE International UK is committed to building and valuing diverse teams and aims to provide an inclusive working environment that is free from unfair and unlawful discrimination. As part of this process, we monitor recruitment to help us understand who we are reaching, reduce inequalities and continually inform our policies and practices. Providing your equalities monitoring information is voluntary but we do encourage you to do it. The information you provide will be used for statistical purposes only, it is confidential and will not be shared with the selection panel.

5. Shortlisting

After the closing date, all applications will be reviewed by a shortlisting panel to determine how each candidate's skills, knowledge and experience relates to the Competencies required for the post (as outlined in the Job Description and Person Specification). Candidates who demonstrate in their application that they meet the job criteria will be invited for interview. Only information included in the application form will be considered when shortlisting.

6. Interviews

As part of the selection process you may be asked to complete an exercise before the interview. You will then meet with a panel of three people who will ask you questions relevant to the role. This is your opportunity to expand on your application and demonstrate how you have the skills, knowledge and experience required for the role.

At the end of the interview, you will have the opportunity to ask the panel any questions you have about CARE International UK, the role and/or the terms and conditions of service.

7. Feedback

Unfortunately, resource constraints mean we cannot contact all candidates at the application stage. If you do not hear from us within 2 weeks of the closing date of the role, please assume on this occasion you have not been successful. We cannot provide feedback either on your application at this stage. Thank you for your interest in working with CARE International UK, we encourage you to keep an eye on our website for future vacancies.

Candidates who are shortlisted for interview but not appointed will be informed of the outcome of their interview in writing. If requested, feedback will be provided.

CARE International UK (CIUK)
Job Description

1. Overview

Post Title:	Partnership Officer
Directorate:	Fundraising, Partnerships and Communications (FPC)
Grade:	7
Team:	Business with CARE
Responsible to:	Senior Partnership Manager
Accountable to:	Head of Business with CARE
Base Location:	Hybrid working between our London office in Vauxhall and home. Flexible working requests will be considered.

CARE International UK reserves the right in consultation with employees to change base location according to organisational and departmental requirements.

Line Management Responsibility:	None
Budgetary Responsibility:	None

Key External and Internal Contacts and Relationships

External Contacts	Internal Contacts
<ul style="list-style-type: none">• Key contacts at current CIUK partner companies• Partner company suppliers or customers• Relevant sector and business networks e.g. Business Fights Poverty, Business in the Community• Your counterparts at other INGOs	<p>CIUK</p> <ul style="list-style-type: none">• Thematic technical advisors• Programme Finance Specialists• Programme Funding Team• Advocacy and Policy team• Communications team• Lend with Care team• Director of Fundraising, Partnerships and Communications <p>CARE International</p> <ul style="list-style-type: none">• CARE Country Offices and Regional Management Units• Technical teams• CARE Member colleagues, in particular CARE Global Private Sector Engagement Community of Practice, CARE USA, CARE Germany, CARE France, and others

The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the post holder may be required to liaise.

The Fundraising, Partnerships, and Communications (FPC) Department

The FPC Department is made up of four teams: Individual Giving and Engagement, Business with Care, Lend with Care (our bespoke microfinance product), and Communications and Brand. The department raises and manages all voluntary income from individuals, companies, and UK Trusts and Foundations, and is responsible for how we communicate CARE International's work through stories, putting the voices of local people, especially marginalised women and girls, at the centre.

The Business with Care Team

The Business with CARE (BwC) team works with the private sector to support, partner and advocate for gender and climate justice. It is responsible for delivering on annual targets to achieve investment, impact, and influence, working with businesses to support and implement solutions to enable marginalised people living in poverty to have better access to education, health, and economic opportunity, tackling gender inequality and climate change.

The team has built innovative, long-term partnerships with large companies, such as Mondelez International, Diageo, and Unilever, to tackle key business issues around sustainability, gender inclusion and equity, growth and responsibility.

Job Summary

As a key member of the Business with CARE team, you will account manage your own portfolio of specific existing corporate partner accounts, and with the support of the Partnership Manager and Senior Partnership Manager, ensure that agreed and contracted objectives are met, including financial targets, while delivering excellent stewardship so that partnership extension goals are met or exceeded wherever possible.

Our portfolio consists of a range of different types of partnerships from emergency partners and grant giving to multi-year strategic and commercial relationships.

Delivering excellent stewardship to corporate partners encompasses powerful storytelling, to keep them connected to the cause, and building strong relationships with multiple key stakeholders to ensure a collaborative approach across different business units. Spotting opportunities to help diversify partnerships, boost engagement with senior decision makers, and go above and beyond our partners' expectations will be a key aspect of the role.

You will be expected to build a network within CARE to ensure BwC partnerships are fit for the future, in line with our strategy, sector-leading and visible, for greater collaboration and partnership. Confidence in internal diplomacy, relationship building and problem solving will be key skills for success in this role.

You will need to have knowledge of corporate responsibility and sustainable development approaches from the private sector for you to understand how CARE's approaches offer solutions to different sectors and industries.

You will be working with a range of companies seeking to create lasting impact and change for people living in poverty around the world.

Specific Areas of Responsibility

Relationship Management

- Proactively develop positive, trust based relationships including by meeting in person regularly with your key corporate counterparts, gaining a deep understanding of their business and how CARE can add value and helping them meet e.g., their SDG targets.
- Manage a portfolio of existing partners to meet contractual obligations and impact goals.
- Support with delivery of other partnerships and provide peer-to-peer support to help overcome challenges to help enhance the whole portfolio.

Communications and profile raising

- Work with the CIUK Communications Team to help promote the partnership in relevant sector and trade media.
- Help promote CIUK's innovative partnerships at key corporate/charity conferences and networking events.
- Be a proactive member of the wider FPC Department as a whole to maximise the total fundraising and awareness potential for corporate supporters.

Planning and reporting

- Produce and deliver timely, high-quality reports for partners that reflect the partnership's impact and achievements as per the contract, and keep stakeholders engaged and meet the needs of their employees and customers.
- Contribute to annual partnership development plans to include actively monitoring KPIs and reforecasting against agreed budgets.

Business Development

- Seek out opportunities to increase income from each corporate partnership including from employees and clients or suppliers, working closely with the Senior New Business Manager and the Senior Partnership Manager.
- Work closely with the Senior New Business Manager and New Business Manager to help strengthen our partnership offer during new business processes and to keep connected with upcoming partnership opportunities.

Being an effective team member

- Actively contribute to the wider BwC team strategy, annual budget development and regular reviews of team income and expenditure levels.
- Contribute to team and departmental meetings ensuring that information on your portfolio is proactively shared and opportunities for greater engagement are known.
- Support and provide cover for fellow team members as and when needed.
- Ensure information is shared well with others in CIUK including team leaders and senior management team to keep all internal stakeholders up to date on partnership progress and challenges.

Database record maintenance

- Maintenance and regular updating of CIUK's customer relationship database with all new business activities, actions, and key contacts' details, compliant with GDPR legislation.

2. Special features

Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law.

Health and Safety

The post holder agrees to abide by CARE International UK's Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the workplace or/and at home (when home based); as well as that of their colleagues.

Diversity and Inclusion Statement

CARE is committed to creating a diverse, inclusive, respectful and safe work environment where all persons are treated fairly, with dignity and respect. We are committed to dismantling harmful and oppressive structures of power and accordingly centre gender equity in our work to save lives, fight poverty and achieve social justice. The post holder agrees to promote and uphold these principles.

CARE International UK operates fair, transparent and non-discriminatory recruitment practices and actively encourages applications from candidates from a variety of backgrounds, and with a range of skills and experiences. We are particularly interested to hear from candidates from Black and minoritised communities, LGBT+ candidates and disabled candidates.

CARE International UK is a disability confident employer. As part of our commitment to disability inclusion we guarantee interviews to disabled candidates who meet the essential criteria for the role. To be considered under the Guaranteed Interview Scheme please complete the relevant section in the online application form. If at any stage of the recruitment process you require reasonable adjustments, including a copy of the recruitment pack in large print or an alternative format, please contact hrteam@careinternational.org.

Safeguarding

CARE International UK has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives or partners. Recruitment to all jobs in CARE International UK includes criminal record checks and the collection of relevant references. Safeguarding our beneficiaries is our top priority in everything we do.

3. **Person Specification**

The below competencies will be assessed at the indicated stage of the recruitment process:
Application = A, Interview = I, Test = T, Presentation = P

When completing your personal statement please demonstrate how you meet the competencies assessed at application stage (A).

		** A, I, P, T
Skills/Abilities	<ul style="list-style-type: none"> • Meeting partnership contractual targets and managing expectations • Basic project management skills and ability to work to hard deadlines • Excellent verbal and written communication skills with attention to detail • Confidence in presenting to staff both internal and external • Excellent networking, influencing and relationship building skills • Financial awareness including ability to review and compare partnership budgets • Collaborative and supportive approach to working in a team 	A,I A,I A,I I A,I A I
Experience/ Knowledge/ Understanding	<ul style="list-style-type: none"> • Knowledge of how the private sector impacts on poverty and works with NGO partners • Experience of preparing engaging reports and other written documents for a corporate audience • Experience of working with a range of stakeholders within a company, and ideally with experience of encouraging fundraising participation and involvement • Experience working for an international development NGO or private sector in a Sustainability / Corporate Responsibility / Community Investment team • Experience of using a CRM database such as Raisers Edge • Willingness to travel, including overseas, and attend in-person meetings and events 	A,I A,I A,I A,I I I
Other	<ul style="list-style-type: none"> • Commitment to Equal Opportunities and tackling discrimination • Sensitivity to the needs, interests and contexts of others. • Able to quickly grasp and work with unfamiliar concepts in diverse contexts. 	A,I I I

We expect all employees at CARE International UK to live and demonstrate our [Values](#). Please refer to them and the associated [CORE Competencies](#) when completing your application and attending any selection process.