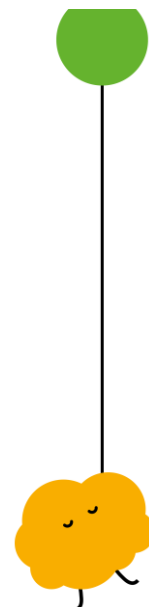


Job Description & Person Specification

Job Title: Corporate Fundraising Officer
Contract: Permanent
Hours: Fulltime
Location: Flexible, with time in the London (Hammersmith) Office
Salary: £31,000 - £33,000



About Starlight

Starlight is the national charity for children's play in healthcare.

We support children to experience the power of play during treatment, care and recovery from illness in more than 600 healthcare settings across the UK. Play is integral to the wellbeing of children and can make hospitals and hospices feel more welcoming, safe and a good place to thrive, ensuring children live every day even when they are sick. We know that the highest attainable standard of health can only be realised if children are supported to engage in play in hospital.

Play is often overlooked or trivialised in the healthcare system, and play professionals are often undervalued and under resourced despite the contribution they make to children's wellbeing and the efficiencies they deliver in the NHS. Play is a vital way children gain agency in their treatment, a sense of autonomy and control; and is an important way to express thoughts and feelings in a healthcare setting.

We believe that children's healthcare services should fully reflect the importance of play to their health, wellbeing, resilience and recovery, and that every child who is an inpatient should have daily play opportunities, appropriate to their condition, supported by dedicated play staff. We aim to enable all children in the UK to have their right to play protected and provided for when they are receiving healthcare – in or out of hospital.

Our Culture

We believe that our success depends upon focusing on our purpose and business results and taking individual responsibility for a culture where everyone can belong, feel safe and thrive. Our values are the agreed standards that govern our behaviour and are central to our decision-making and the choices that we make. Our colleague development programme focuses on individual awareness of our own values, strengths, and preferences – what makes us who we are – to help all colleagues think for themselves, manage their environment, and make appropriate, balanced decisions for themselves, others and Starlight. We believe that our strength is in our differences and constantly strive towards an authentic workplace culture with equity, diversity, and inclusion as central principles.

OUR VALUES

"Our standards and the environment we create through our behaviours"

Responding to the world around us



We are inspired by the changes in the world around us. We have the freedom and courage to try something new, always learning and adapting to people's needs. It means trying stuff out, seeing what happens and pushing our boundaries.

Working together for our purpose



We aim high, think big, are imaginative and curious in everything we do. We celebrate our achievements, and we help and support each other when challenges come. We all play our part in our purpose and have fun along the way.

Taking the time to understand



We take the time to understand ourselves and our impact. We actively listen, seeking to learn and understand from everyone's experiences in life. We are open to the opportunities and possibilities this awareness brings to ourselves, others, and Starlight.

Trusted to be our best



The trust we have in each other, and our purpose guides our decisions, choices, and actions. When we are trusted our confidence grows, we ask for help, and we feel safe to be who we are. In any situation we say 'we' rather than 'they'. Most of all we trust in the Power of Play for children and adults alike.

Our Strategy and the Corporate Fundraising Officer role

We are a small and ambitious team, punching above our weight in the impact that we have for children in hospital and making the most of every fundraising and marketing opportunity that comes our way. This means we offer a fantastic opportunity for people who are keen to develop and progress their careers, while recognising that as quite a small team it can sometimes feel like a bit of a stretch.

Through covid and in recent years, we have been re-positioning Starlight from a wish-granting charity to a charity that supports children to experience the power of play in healthcare settings to improve their mental health and wellbeing. We are evidence-led and have unparalleled data on the importance of play and the impact of our services; we have tangible cases for support of our services which range in value from quite small to six-figure programmes and we have a very appealing visual identity which can be tailored to our activities and partnerships.

With the strategy and brand now firmly embedded, we are taking a fresh new approach to our corporate fundraising strategy with two main objectives. First a focus on really valuing existing partnerships with organisations like Theo Paphitis Retail Group, Amazon and Square Mile. Making sure that we can offer exceptional account management and that we

offer unique and surprising engagement opportunities and really recognise their valuable support. Secondly, we are poised to really maximise the new business opportunity, with a recently appointed Head of New Business and recent Trustee appointments with people who are excited, ready and willing to roll up their sleeves and help us grow our partnership income and gifts in kind.

This role is perfect for someone progressing their corporate fundraising career, but not yet ready to specialise in account management or new business. A priority will be to ensure that we really support and value our existing partners, but you will also have the opportunity to research and develop new opportunities with the Head of New Business. Valuing the importance of the day-to-day routine of administration, data entry etc will also be central to this role and an important responsibility.

The success of our new business development may lead to further opportunities for career progression.

Main purpose of the job

To support existing corporate partners, creating opportunities to grow and develop their engagement and support. To support the Head of new Business in the development of new partnership opportunities. This role is about shaping and growing corporate fundraising income and so priorities may change and there could be juggling of priorities, so it's important that this is an environment that you have experienced before and can thrive in. You will have an innate desire to listen, to learn and to grow in this role.

You'll be successful in this role if you have a creative and purposeful mindset, with a desire to make the most of opportunities while also being able to ruthlessly prioritise. Valuing and developing relationships will be second nature to you, and written and verbal communication will also be strengths that you apply to the highest standards. Experience in researching and developing potential new partnership prospects, activities and campaigns are also important as well as the ability to work both collaboratively and independently on your own initiative.

Key Areas of Responsibility

Corporate Partnerships – Account Management

1. Work closely with existing corporate partners taking time to listen and thoroughly understand their business objectives in order to maximise the partnership and retain long-term support.
2. Develop partnership plans finding new and engaging ways to surprise and delight; creating inspirational opportunities for connecting with our purpose; developing ways to grow income and gifts in kind and to recognise and value their support.
3. Take the lead on regular communications and updates to corporate partners.
4. Evaluate and report on partnerships and work with the marcomms team to create multi-media communication opportunities to raise awareness for the partner and Starlight.

5. Monitor and evaluate each partnership to ensure objectives are met in line with partners' expectations, and utilise effective cross organisation relationships to deliver on objectives.

Supporting Business Development

6. Research to identify activity, event and partnership opportunities that strategically align with Starlight's purpose and values.
7. Support the creative development of applications, proposals and pitches working across the organisation to curate the information required.
8. Keeping abreast with sector trends and wider corporate activity in order to spot new opportunities.

The Fundamentals

9. Take a lead on team administration including accurate data entry, responding to incoming queries, thanking partners and diary management.
10. Regularly monitor income and expenditure budgets and ensure that both are recorded & reported correctly, working with the Head of New Business to re-forecast income and expenditure.
11. Supporting Starlight activities when needed, this might include attending London Marathon and events like CarFest which may involve evening and weekend work.

Person specification

Requirement	Essential	Desirable	Evaluation*
Experience of supporting the shaping and development of new income streams		D	I
Experience of managing and developing corporate partnerships	E		A & I
Experience of creating and developing high standards of supporter care and effective stewardship to build long-term commitment.	E		A & I
Experience of working both collaboratively and autonomously, able to work on own initiative and applying appropriate judgement to when involvement from others is required	E		I
Ability to listen and develop bespoke plans to achieve partnership objectives.	E		A

Excellent organisation, time management and administration skills, ability to juggle priorities and multi-task	E		A & I
Outstanding listening and communication skills with the ability to show empathy, tact and diplomacy	E		I
Resilient, able to cope well under tight deadlines, and experience of working within a changing environment	E		A
Understanding and appreciation of current fundraising regulations and legislation		D	A
Commitment to personal development and able to manage your own environment and make appropriate, balanced decisions for yourself, others, and Starlight.		D	A/I
Commitment to Starlight's purpose and values		D	A

*I = tested at interview, A= tested via cv / supporting statement

What we offer

The opportunity and environment to be yourself and be your best. To work within a team with play at its heart. To have flexibility in where you work and the hours that you work. Connection with our children, families and supporters at both Fundraising and Play events. Personal development through our strengths and self-awareness Development Programme. A competitive salary and benefits package including ability to work flexibly between home and office, holiday entitlement of 25 days plus bank holidays increasing up to 30 days with service, office closed at Christmas in addition to holiday entitlement, matched pension contributions to 5%, life assurance, Vitality health cover, income protection, cycle to work scheme, season ticket loans.

To apply

Please apply for this role through Charity Job, with your CV accompanied by a supporting statement which demonstrates how your experience matches the person specification and highlights your most relevant, recent experience for this role.

Closing Date: 16th October 2024

We are actively recruiting for this post on a rolling basis, allocation for interviews may happen as candidates apply, which may be before the interview dates stated above. As we may interview before these dates, we reserve the right to close the role earlier if we receive a number of high-quality applications.

Additional Information

Diversity Policy Statement

We believe that everyone has the right to be treated with consideration and respect. Starlight is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity, and productivity of each individual. We aim to ensure that all staff, volunteers, donors, partners, contractors, and the public are treated fairly. This will be regardless of sex, sexual orientation, gender, marital or civil partnership status, ethnicity, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status. Starlight actively welcomes candidates from diverse backgrounds. If you are invited to an interview and need any adjustments made or have particular access needs, please let us know at that stage.

Shortlisting

Starlight is an equal opportunities employer, and we are committed to ensuring all applications are treated fairly. All applications are subject to our shortlisting process; if you are shortlisted, we will contact you and invite you to attend an interview on or before the dates in this document, please let us know on application if you have any difficulty with the dates. You will also be advised at this point if there will be any skills test, presentations etc. We may appoint to the role before the stated closing date if a suitable candidate is identified.

Employment Checks

All offers of employment are made subject to the following criteria: proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, enhanced DBS and two most recent references.

