

Job Title: **Corporate Partnership Executive**

Dept.: **Charity**

	Essential	Evidence
<p>A: EDUCATION QUALIFICATIONS AND TRAINING Level of education, specific qualifications, specialised training, training requirements for the job)</p>	<ul style="list-style-type: none"> • A level or equivalent qualifications or relevant experience which demonstrates equivalent academic skills • Qualification or equivalent experience in one of the following areas: fundraising, philanthropy, business development, marketing, or project management. 	<p>Application Form</p> <p>Certificates</p> <p>Registration</p> <p>Documents</p> <p>CPD Portfolio</p> <p>Interview</p>
<p>B: EXPERIENCE (Length, type, and level of work-related experience)</p>	<p>Essential</p> <ul style="list-style-type: none"> • Experience of building and maintaining successful relationships with customers, clients and/or supporters • Sales or income generation experience • Experience of coordinating tasks, people, and activities • Experience of working in multidisciplinary teams and with a range of stakeholders • Experience of general office administration • Experience of communicating with a wide range of audiences • Experience of working unsupervised with the ability to drive and generate own workload. • Public speaking • Understanding of corporate CSR and ESG polices will be beneficial <p>Desirable</p>	<p>Application Form</p> <p>Interview</p>

	<ul style="list-style-type: none"> • Experience of working/volunteering in a fundraising environment • Experience of working in business development/new business • Experience of working to and achieving financial targets • Understanding of marcom's strategies and platforms 	
<p>C: SKILLS KNOWLEDGE ABILITIES (Range and level of skills, depth of knowledge required for the job)</p>	<ul style="list-style-type: none"> • Good communication skills, both verbal and written • Ability to build and maintain supporter relationships. • Ability to motivate and engage others • Ability to manage multiple tasks any one-time, prioritising workload to meet competing deadlines • Good numeracy and literacy skills • Proficient IT skills including MS Office, PowerPoint, and social media platforms • Able to act as an ambassador for the overall work of the charity 	<p>Application Form Interview References CPD</p>
<p>D: APTITUDES AND ATTRIBUTES (Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales)</p>	<ul style="list-style-type: none"> • Independent, self-motivated, passionate, and creative • High levels of emotional intelligence • Exceptional levels of professionalism, integrity, and resilience • Strong team player who can work in the region via business interaction alongside homeworking. • Good communicator, who places professional conduct at the heart of their working ethos, developing relationships with supporters, volunteers, staff, and beneficiaries. • Ability to remain flexible and adapt to shifting priorities. 	<p>Application form Interview References</p>
<p>E: OTHER JOB REQUIREMENTS (Physical/health requirements, specific requirements e.g., car owner/driver, full, clean, current</p>	<ul style="list-style-type: none"> • Passion and empathy for the cause ▪ Full driving licence with no endorsements or acceptable endorsements ▪ Car owner ▪ Excellent attendance and time keeping ▪ Team worker 	<p>Application form Interview References</p>



<p>UK Driving Licence)</p>	<ul style="list-style-type: none"> ▪ Undertake full DBS/immigration/immunisation's verification checks in line with MAAC policy and procedures. 		
<p>F: PERSONAL QUALITIES AND VALUES</p>	<ul style="list-style-type: none"> • RECEPTIVE - we define success as continuous improvement and aim for excellence in our live-saving services and community projects, • RESPECTFUL - we are a community-based organisation with a 'one team' culture that embraces and encourages honesty. • RESPONSIBLE - we aim to create the best possible future for everyone and thrive to place sustainability at the heart of everything we do. • RELEVANT - we are open to new ideas and ways of working across our clinical and charity operations, providing total transparency to all stakeholders. • RECOGNITION - we value our relationships - with staff, supporters, and the wider communities we serve - working together to achieve the best possible patient outcome. 	<p>Application form</p> <p>Interview</p> <p>References</p>	

The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification, and barred list checks, which will be required before commencing duties