



THE **JO COX**  
FOUNDATION

<b>Role</b>	Corporate Partnerships Manager
<b>Term</b>	Permanent with 6 month probation period
<b>Start</b>	From May 2024, depending on notice period
<b>Working Pattern</b>	21 hours per week (plus lunch breaks), equivalent to 3 days per week. We are open to discussing a range of working patterns
<b>Remuneration</b>	£34,000 per annum prorated to £20,400, 27 days annual leave (plus bank holidays) prorated, pension contribution.

<b>Benefits</b>	Flexible working, employee assistance programme, cycle to work scheme.
<b>Location</b>	<p>The team works flexibly, with a mix of home working and office working, depending on personal preference. Our main office is in Batley, West Yorkshire. We also use a co-working space in London.</p> <p>All staff nominate Batley or London as their 'home office'. They may be required to work from their home office up to twice per month, with an expectation that they are responsible for travel costs on these days.</p> <p>We have regular team days, at varying locations. For this role there is also likely to be some need to travel to meet with corporate partners.</p>

<b>Reports into</b>	Head of Operations & Finance
<b>Application process and deadline</b>	<p>Apply before 11:59 PM on Sunday 24 March 2024 by completing the <a href="#">application form</a> online. The form contains questions specific to the role and will ask you to upload your CV. Interviews are expected to take place w/c 1st April 2024.</p> <p>Please let us know if you require any reasonable adjustments. You can find out more about our inclusive recruitment practices below.</p>

**Hey there, come join our team and help us build a better world.**

This is an exciting opportunity for someone looking to play a leading role in a small but influential

national charity building a positive legacy for the late Jo Cox MP. We are looking for someone with a track record of winning and managing mutually beneficial corporate partnerships. You'll help us grow our income from this stream, and help play a key role in continuing Jo Cox's legacy over the years to come.

## **ABOUT THE ROLE**

As Corporate Partnerships Manager at the Jo Cox Foundation you'll lead on building mutually-beneficial corporate partnerships, providing much-needed income to support our work on areas that Jo Cox was passionate about.

Traditionally, the Jo Cox Foundation has been largely funded by grants from trusts and foundations. As part of our work to diversify our income, we have identified corporate partnerships as an area with particular growth potential. As our

first ever Corporate Partnerships Manager, you will be expected to hit the ground running, taking our existing packages and prospect lists to secure quick wins.

On top of this, you'll develop our plans and strategy to secure sustainable corporate partnerships, so that in the medium term we can establish this as a secure and lucrative income stream for the Foundation.

This is an incredibly exciting opportunity to develop this area of work at the Foundation, funding the work that we do, and making an increased impact to build a positive legacy for Jo.

## **ABOUT YOU**

We're looking for someone who is engaged, positive, and happy to work both as part of a team, but also on their own initiative. Ability to communicate at all levels, verbally and in writing, is

essential. You'll need to be able to prioritise your workload and make effective, timely decisions.

You'll have experience of new business/sales and account management, ideally within the charity sector, though we are open to considering other experience. You'll be proficient in building mutually-beneficial relationships with funders or clients. You'll also understand the corporate fundraising environment in the UK and the different options available for charities to secure funds from corporates.

In addition, you will have strongly held personal values which align with The Jo Cox Foundation's vision and Jo's 'more in common' ethos. These will be reflected in your respect for others and the desire to make a truly positive contribution through your work.

## **ABOUT THE JO COX FOUNDATION**

The Jo Cox Foundation was established in 2016 by the friends and family of the late Jo Cox MP. The Foundation exists to make positive change on issues that Jo was passionate about. Just as she did, we believe in working together effectively with individuals and organisations that share the belief that we have more in common than that which divides us.

We build stronger communities, encourage more respectful politics and advocate for a fairer world in Jo's name. To date, our campaigns and initiatives have addressed a broad range of issues including tackling loneliness, reducing abuse and intimidation in public life and preventing atrocities in conflict-affected countries. No one day is ever the same as the next!

Too often our politics and society emphasises our differences rather than our commonality. We believe that helping people to recognise that commonality allows us to feel more connected, build empathy and increase trust. It also builds understanding of the stark inequalities that many groups face within our society and strengthens the collective will to take action. Though we cannot address the root cause of all inequalities, we commit to championing change and advocating for action.

## **WORKING AT THE JO COX FOUNDATION**

One of our core values at The Jo Cox Foundation is empathy, and we work hard to apply this to our relationships with our staff as well within the work that we do.

We provide a flexible workplace with office space in Batley, West Yorkshire and London, and we also offer options for hybrid and remote working. We



recognise the challenges that this brings, so we carefully consider how we can build a team culture where everyone feels accepted and included. We do this through monthly team days (with a mixture of remote and in-person days) and through regular and ongoing ways for the team to connect, both for work and to socialise.

In our 2023 staff survey:

- 100% of staff felt proud to work at The Jo Cox Foundation
- 100% felt that The Jo Cox Foundation actively supports their wellbeing
- 100% thought that the team at The Jo Cox Foundation works in a supportive and collaborative way

## **KEY RESPONSIBILITIES**

### **Management and planning**

- Lead and grow the corporate partnerships fundraising programme at The Jo Cox Foundation, including developing a strategy for growth.
- Achieve agreed income targets for corporate partnerships.
- Identify opportunities within the Foundation for corporate support, including developing compelling new business pitches, presentations and proposals for a range of audiences – ranging from one-off sponsorships, to charity of the year/multi-year funding pitches.
- Identify new prospects and undertake prospect research to build a strong corporate partnerships pipeline.

## **Relationship management**

- Manage all aspects of new business development, from initial approach, to securing meetings and pitching for support.
- As partnerships are secured, deliver best practice account management, with a focus on developing meaningful and long-lasting relationships that drive maximum value and mutual benefit.
- Prepare and send high quality reports to partners as required.

## **Finance, systems and administration**

- Ensure our database (Salesforce) is kept up to date, with information about prospects and supporters input in a timely manner.
- Developing annual plans for our corporate partnership income, inputting to the

development of the overall fundraising plan and budget for the organisation.

- Monitoring of partnership income and expenditure.

## **General**

- Proactively update the senior team on progress against plans, and flag major risks and barriers to successful delivery.
- Attend occasional out-of-hours events on behalf of The Jo Cox Foundation.
- Keep up to date with relevant trends, risks and opportunities in the sector.
- Contribute actively to the organisation's fundraising sub-team meetings.

## **PERSON SPECIFICATION**

### **Experience, knowledge and skills**

- Experience in maximising value and mutual benefit in relationship / account management.
- Experience in new business development / sales / fundraising.
- Experience writing reports for funders / customers / key accounts.
- Understanding of the corporate fundraising environment for charities.
- Interpersonal and relationship building skills.
- Ability to communicate clearly and succinctly.

### **Personal attributes**

- Can-do attitude and flexible, adaptable and comfortable working in high paced environments.
- Organised with strong planning and problem-solving skills.
- Able to develop good working relationships with people both internally and externally at all levels.

- Commitment to diversity, equity and inclusion.
- Belief in the Foundation's values and to fostering a culture where all team members have a sense of belonging.

## Other

- Right to work in the UK.

If you're unsure whether you're right for this role or have any specific questions regarding it, please get in touch via [info@jocoxfoundation.org](mailto:info@jocoxfoundation.org) and we can discuss further.

## AN INCLUSIVE RECRUITMENT PROCESS

The Jo Cox Foundation has a strong commitment to diversity, equity and inclusion. We want to ensure



that we reflect the full breadth of people we aim to support and are able to fulfil our vision of a kinder, more compassionate society where every

individual has a sense of belonging, and this is reflected in our recruitment practices.

For all roles we utilise an application form that will ask three main questions that are relevant to the job being advertised. These application forms are assessed in a blind shortlisting process by a minimum of two staff members, who will independently score responses to the questions in order to eliminate bias.

We are a Disability Confident Committed employer and offer a guaranteed interview scheme for applicants who identify themselves as having a disability or long-term health condition. Our Operations team will ensure that all applicants who apply under this scheme and meet the minimum criteria for the role will receive an interview.

We know that interviews are a stressful experience, and can provide a particular challenge for

candidates who are neuro diverse. For this reason, we send our interview questions to all candidates thirty minutes before their scheduled interview time, so that they have time to read them and prepare for the interview.

If we interview you, we are committed to providing tangible feedback, so that you can understand where you did well and where you did less well during the interview. We hope that this will support you to thrive in future interviews.

We have made various other adjustments where appropriate, so please let us know if an adjustment would support you to show you the best of yourself in our recruitment process. We are also committed to allowing staff to work flexibly, and regularly discuss what working patterns and other adjustments may be suitable to support the successful candidate to thrive in their role at The Jo Cox Foundation.



We actively encourage applicants from people of all backgrounds. We are committed to promoting diversity, equity and inclusion both within our staff team and our community programmes.

Job applicants will receive equal treatment regardless of age, disability, ethnicity, gender identity, marriage or civil partnership status, pregnancy or maternity, religion or belief, sex or sexual orientation.

To read more about our approach to diversity, equity and inclusion please visit <https://www.jocoxfoundation.org/about/diversity-and-inclusion/>.