

# PLAN INTERNATIONAL UK JOB PROFILE

<b>Job Title</b>	Corporate Partnerships Manager (AstraZeneca – Global and UK)
<b>Directorate</b>	Fundraising and Supporter Engagement
<b>Unit</b>	Major Partnerships
<b>Grade</b>	3
<b>Salary</b>	£46,428 per annum
<b>Hours</b>	Full-time - 5 days (34.5 hours) per week
<b>Contract type</b>	Fixed-term until January 2026
<b>Location</b>	UK based working from our offices near Old Street, London. We operate a hybrid working model, where staff split their time between working at home and in the office.
<b>Reporting to</b>	Corporate Partnerships Lead
<b>Responsible for</b>	n/a

## Overview

Plan International UK is a global children's charity striving for an equal world. One where every child can reach their full potential and every girl can choose her own future.

We bring people together to protect children's rights and keep girls safe, in school and in control of their bodies – even when disaster strikes. And we won't stop until we are all equal.

You can find out more about Plan International UK and our work [here](#).

To find out more about working at Plan International UK please visit our [careers site](#).

The Major Partnerships Unit works with trusts and foundations, major donors and corporates to facilitate transformative change for the children and communities we work with. The Unit delivers sustainable income and raises the profile of Plan UK through its partners.

The Unit works closely with the International Programmes Department to coordinate and manage opportunities with current and future partners.

## Job Purpose

To manage the relationship with a key corporate partner, AstraZeneca, managing and stewarding them to achieve and exceed income targets, create excellent partner experiences with Plan International UK, and ensure account development plans are implemented and that KPIs are met.

Key Deliverables	Key Responsibilities
<b>Partnership Management</b>	<ul style="list-style-type: none"> <li>Act as senior relationship lead for our partnership with AstraZeneca – providing excellent account management and leadership, and seeking opportunities to improve their experience with, and understanding of, Plan International UK</li> <li>Lead cross departmental teams to drive the delivery of partnership strategies and operational plans which include</li> </ul>

	<p>programmes, advocacy, communications and employee engagement aspects</p> <ul style="list-style-type: none"> <li>• Act as a key representative for Plan International UK and advocate for the programme</li> <li>• Work with the Programme Manager to manage partnership income and expenditure budgets effectively to increase ROI and advise of any over or underspend</li> <li>• Monitor, evaluate and report monthly on progress against KPIs and targets, activities, budgets and flag trends, issues, risks or complaints</li> <li>• Work closely with external committees and/or Trustees to maximise opportunities</li> <li>• Take a lead role in managing fundraising events and activities related to your accounts</li> <li>• Prepare and deliver presentations and speeches at partnership events as needed</li> <li>• Lead, manage and accompany overseas and UK programme visits, where appropriate, ensuring objectives are met (and exceeded) and drive value to both Plan International and the corporate partner</li> <li>• Work closely with the Programmes team to plan and deliver communications and proposals regarding programme renewal and project manage this process.</li> </ul>
<b>Collaboration and leadership</b>	<ul style="list-style-type: none"> <li>• Work closely with the Young Health Programme Team (Global and UK) to manage and oversee the partner experience and ensure timely communications, to ensure AstraZeneca are kept informed of relevant developments and progress, as well as maximising opportunities for storytelling and sharing lessons learnt</li> <li>• Lead the co-ordination of internal communications to ensure all departments are accurately informed about projects being implemented and partnerships being account managed</li> <li>• Keep Plan International (Global Hub) informed about new partnerships that could cross National Office territories</li> <li>• Support the development of shared strategy and approaches with the Major Partnerships and Programme Management teams where appropriate</li> <li>• Support the identification of key Plan International campaigns or messages that are relevant to Astra Zeneca and look for ways to engage them in our wider work and cause</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>• Play a key role in the creation, development and implementation of Plan International UK's Partnerships Strategy</li> <li>• Devise, develop and implement strategies and detailed action plans for each of the corporate partners under your responsibility</li> </ul>
<b>Networking and Sector Knowledge</b>	<ul style="list-style-type: none"> <li>• Attend appropriate networking and stakeholder events</li> <li>• Follow developments nationally and globally in the field of corporate fundraising and CSR</li> <li>• Develop knowledge and understanding and keep up-to-date on developments within Plan International and the development sector in order to communicate and negotiate with key stakeholders</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Represent Plan International UK at external events and meetings as required and subject to availability if outside normal working hours</li> </ul>

	<ul style="list-style-type: none"> <li>Attend regular team, Unit and Directorate meetings and contribute to the overall smooth operation of the Unit</li> <li>Undertake other tasks and projects as requested by the Corporate Partnerships Lead or Head of Major Partnerships Unit</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims and values of the organisation and with Plan's policies and procedures</li> <li>Participate in training and other activities as required</li> </ul>
<b>Awareness and Representation</b>	<ul style="list-style-type: none"> <li>Commitment to Plan International UK's position on promoting girls' rights and gender equality, diversity and inclusion and anti-racism and integrating this into all aspects of your work</li> </ul>
<b>Level of Safeguarding Responsibility</b>	<p>Standard – No direct contact with children, young people or programme participants day-to-day.</p> <ol style="list-style-type: none"> <li>Act as a role model representing Plan International's commitment to non-discrimination and safeguarding</li> <li>Report safeguarding concerns in a timely manner and co-operate in investigations as appropriate</li> <li>Understand the relevance of safeguarding to your role and make sure you mainstream safeguarding in your work in order to fulfil Plan's duty of care</li> </ol> <p>A Basic DBS check will be required.</p>
<b>Level of Budgetary Responsibility</b>	Low - delegated responsibility for monitoring and reporting on budgets

*This is not intended to be an exhaustive list. Your job description may be subject to change.*

<b>Date Created</b>	March 2024
---------------------	------------

# PLAN INTERNATIONAL UK PERSON SPECIFICATION

## Essential Criteria

- Experience of managing high value corporate partnerships, ideally involving multiple external partners
- Ability to collaborate across and between organisations on complex, fast-paced projects
- Strong interpersonal and communication skills, both written and verbal, to build relationships, negotiate and persuade a wide range of audiences both internally and externally
- A team player with a highly collaborative approach, including an innate ability to network and form effective and constructive working relationships across the whole organisation and wider network within sector
- Able to effectively interrogate, manage, monitor and negotiate complex budgets and programme information
- Able to manage projects successfully within time and budget and effectively manage, monitor and negotiate donor budgets and licencing agreements
- Highly proactive – able to work on own initiative with a flexible attitude to work to effectively manage a wide and varied workload, using strong organisational skills
- Solutions focussed, with the ability to identify and propose solutions to drive forward continuous improvement
- Open to change and able to demonstrate a flexible and adaptable approach
- Able to demonstrate a commitment to our [Values and to Feminist Leadership Principles](#) and role model these in all aspects of your work