

Job applicant information pack

Corporate Partnerships Manager



About us

At Action Tutoring, we believe every child should be given the **opportunity to succeed** in school.

But in the UK today, young people from disadvantaged backgrounds are less likely to achieve the grades they need to progress in life. This isn't because they are any less able; they have less access to the tools to help them **reach their potential**.

We don't think this is fair. We know tutoring is an effective way of improving academic attainment and so we harness the **power of volunteer tutors** to bridge the gap and ensure this help can be accessed by every pupil who needs it, **not just those who can afford it**.

We specifically help pupils facing socio-economic disadvantage and who are at risk of leaving primary or secondary school without reaching national standards in their exams. We work **in partnership with schools** in nine cities and regions across the UK, delivering weekly tutoring in English or maths to those pupils who need it most.



Our mission

Action Tutoring supports young people facing **socio-economic disadvantage** to achieve a meaningful level of academic attainment, with a view to enabling them to progress in education, employment or training.



We do this by partnering high-quality volunteer tutors with pupils to increase their **subject knowledge, confidence** and **study skills**.

Our **vision** is a world in which no child's life chances are limited by their socio-economic background.

Our values

Our team are passionate, dedicated, professional and supportive.

We are a values driven organisation and the following **six core values** underpin what we do and how we seek to do it.

Learn more about our values at:
www.actiontutoring.org.uk/our-story/



High standards



Reflective



Evidence based



Aspirational



Integrity



Collaborative



Our impact in 2022-23

58,880

sessions of
tutoring delivered

5,743

pupils benefitted
from tutoring sessions

1,743

volunteer tutors
supported our work

In the summer of 2023, the first year group since 2019 sat normal exams without special grading arrangements to account for lost learning during the pandemic.

Even before the pandemic, disadvantaged pupils were **already 18 months behind** their non-disadvantaged peers on average by the end of secondary school. The effects of the pandemic on education are still being felt and this gap is now the largest it has been in twelve years. In 2023, just 44% of disadvantaged pupils met expected standards, compared to 66% of non-disadvantaged pupils in the primary phase of education.

Our analysis shows that primary pupils who were supported by Action Tutoring in 2022-23 for ten sessions were more likely to achieve the expected standards than other disadvantaged pupils across the country — by 7 percentage points in reading and 14 percentage points in maths. In secondary schools, after attending at least 10 tutoring sessions, our pupils were nearly 13 percentage points more likely to pass maths GCSE than other disadvantaged pupils nationally.

For more information, head to: www.actiontutoring.org.uk/our-impact/



Corporate Partnerships Manager

Diversity, equity and inclusion are a core part of Action Tutoring's culture; having a diverse workforce helps us innovate and deliver better programmes for pupils. We recognise diversity covers many aspects of identity and we continually strive to make our workplace more inclusive and equitable, to empower everyone to be heard, respected, and valued. We are currently actively seeking to increase diversity within our team focusing on **ethnicity** and **age**.

Action Tutoring is **committed to safeguarding and promoting the welfare of children and young people** and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Reports to

Head of Philanthropy

Salary

£34,319 - £36,040 per annum depending on experience, plus London Weighting of £2,205 per annum

Contract and hours

Permanent, full-time but will consider requests for four days (0.8/0.9 FTE) per week. We offer flexible hours with 9.30-4 as core hours. A full working week is 37.5 hours.

Closing date

Monday 6th May 2024

Interviews

14th, 15th and 16th May 2024

Start date

Ideally end of May/June 2024

Place of work

London office: [Fivefields](#), 8-10 Grosvenor Gardens, SW1W 0DH

The candidate can be based anywhere in the UK, however will need to be in London 4-6 per month for meetings with corporate partners and team collaboration.

Benefits

25 days per year (an additional day of leave will be given for each year of service up to a maximum of three extra days) plus bank holidays and three days at Christmas.

Employer and employee contribution to pension following successful probation period, in line with auto-enrolment pension requirements.

Further information about our benefits can be found on page 7.

DBS requirement

All Action Tutoring staff must undergo a DBS check suitable for their role.

To apply

Please submit [here](#) an application form answering:

- 1) Thinking about the most prosperous corporate partnership you have worked on, what did you do to make it so successful? Please provide clear examples.
- 2) How have you successfully converted corporate support into funding in the past? Please detail specific experiences or examples.
- 3) When you've led a corporate relationship that has gone 'cold' or the organisation has become unresponsive, how have you worked to re-engage them? Please be as specific in your response as possible.
- 4) Tell us about how our organisational values are in line with your values.

Applications that fail to meet these criteria will automatically be discounted. We want you to have every opportunity to shine and to show us your talents—please let us know if there is anything we can do to make sure the assessment process works for you.

About the opportunity

Corporate partnerships are critical to delivering our mission and ensuring we can support as many children and young people facing disadvantage to open doors to their future. The Philanthropy Team as a whole has a combined target income for the current year (2023-24) of £1.83 million (growing to £2.35m as our target for next year) of which approximately £850k is from corporate donors and their foundations. We have been successful year on year in increasing our fundraising base by building secure multi-year partnerships. Part of our growth strategy is looking at building stronger relationships with corporate partners, having established a strong multi-year relationship for the first time this year worth £500k annually. We have a great ability to measure and quantify its impact, which we are looking to better communicate and leverage with current and potential corporate partners.

We're looking for a Corporate Partnerships Manager to lead on our corporate partnership activities and initiatives, including growing income from corporate partners as well as increasing the number of corporate volunteer tutor applications we receive from them. Working within our Philanthropy Team, the Corporate Partnerships Manager will be responsible for the line-management and development of two Corporate Partnership Coordinators, ensuring that, as a team, you meet your corporate income and volunteer application targets. Your focus will be on deepening and leveraging relationships with our existing partners, alongside engaging new organisations with our mission and vision.

Duties and responsibilities

- Manage, maintain and leverage existing corporate partner relationships alongside, as relevant, the Head of Philanthropy and Fundraising Manager, including proactively reporting to partners on the impact of their funding, giving and volunteering to encourage further support from them.
- Work with the CEO, Head of Philanthropy and Fundraising Manager to ensure Action Tutoring's fundraising targets are met, and manage an effective pipeline across Action Tutoring's different income streams.
- Working with the Head of Philanthropy and Fundraising Manager, with an end goal of increasing both income and volunteer tutor applications from corporate partners, including, as relevant, agreeing to set the strategic plan for corporate partnerships and identifying which ones are most fruitful, defining their journey, and setting targets for both income and volunteers.
- Work with the Head of Philanthropy and Fundraising Manager to support the completion of grant applications for corporate foundations, using the Fundraising Manager as a point of expertise ensuring that reporting requirements for grants and donations are met.
- Working with your Corporate Partnership Coordinators, research and drive new opportunities for high-value multi-year commitments. Support the CEO and Head of Philanthropy in pitching those relationships where appropriate.

Duties and responsibilities continued

- Identify potential funders within the current corporate volunteer pool and work closely with the Head of Philanthropy and Fundraising Manager to convert corporate support into income generation to meet agreed upon targets.
- Develop new partnership leads using personal networks and networks within Action Tutoring's staff team and volunteer pool, including supporting the Programme Team in cultivating partnerships with corporations in their local areas.
- Proactively engage partners in supporting us through fundraising activities, such as challenges and events, match-funding campaigns and pay-roll giving schemes.
- With your Corporate Partnership Coordinators, prepare and deliver presentations and information sessions that encourage colleagues of Corporate Partners to join us as volunteer tutors or support us financially.
- Oversee your Corporate Partnerships Coordinators to lead corporate volunteer recruitment, ensuring agreed targets for corporate volunteers are met.
- Ensure the development of clear and compelling marketing materials to engage corporate organisations, alongside maintaining the partnership areas of our website.
- Line management of two Corporate Partnerships Coordinators, ensuring workload is fairly distributed and supporting their development.
- Represent Action Tutoring at relevant meetings and events.
- Ensure accurate record-keeping of corporate partnerships and relationships on Salesforce and any other relevant systems.
- Any other ad hoc responsibilities as deemed relevant by the CEO.

Person specification

This role requires an ambitious and innovative individual with outstanding interpersonal skills. Engaging corporate partners both in-person and online, you'll be a confident presenter with exceptional written and verbal communication. Working within a passionate team, and with a multitude of corporate partners from different sectors, you'll be an excellent collaborator who has a keen eye for opportunities and strong initiative. With a successful track-record of developing and stewarding corporate funding and/or volunteering partnerships, you'll have knowledge of great engagement strategies, activities and initiatives.

Qualifications criteria:

- A*-C in maths and English at GCSE (or equivalent experience).
- Right to work in the UK.

We are looking for some of the following attributes, though you might be more experienced in some areas than others:

- Minimum two years experience in leading on growing and managing successful corporate partnerships.
- A track record successfully engaging organisations with either fundraising and/or volunteering opportunities.
- Outstanding written and verbal communication with excellent interpersonal skills.

You will be likely be more successful in this role if you have:

- You have a proven track record of developing and stewarding fruitful corporate partnerships within the charity sector.
- You have a passion for educational inequality/working within the Third Sector.
- Line management experience.
- Experience working within a charity with a turnover of £3M or more.

Our benefits

Hybrid working

We offer a **flexible** combination of office and home-based work. For those not based in London who can't access our **beautiful office**, you can visit a **co-working space** with your regional colleagues once a month.

Holiday

25 days holiday a year (plus UK public holidays), increasing by a day for each complete year of service (up to three extra days). We provide an **additional three days pro rata of holiday in the period between Christmas and New Year**.

Flexitime and TOIL

We have a flexible policy for working hours, and offer TOIL where staff have to work particularly early in the day or late in the evening, so that they can **reclaim those hours** at another time.

Sabbatical leave

We offer **paid and unpaid sabbatical leaves** to our long standing colleagues.

Proofreading support

As well as checking the accuracy of all content Action Tutoring shares with external audiences, our proofreading team **supports individuals** who would value an extra pair of eyes on their writing.

Mental health focus

We have **trained mental health first aiders** and all team members and 5 of their friends and family have free access to Headspace and the Health Assured Scheme.

Knowledge-sharing

Lots of opportunities to **learn** from others in the organisation, including policy briefings, shadowing colleagues and peer-to-peer development.

Team away days

The whole team across the UK gets together three times a year. The days are filled with **knowledge-sharing** and skills development opportunities and also give a chance to catch up and socialise with colleagues through fun activities.

Culture of celebrating

Regular **thanks and praise** and monthly recognition of 'heroes' to celebrate employees going above and beyond.

Flexible Bank holidays

Team socials around team days, regular bring-and-share team lunches and other activities.

Ad hoc projects

Interested in other **exciting topics** relevant to our charity? Then join one of our working groups (including policy, diversity and inclusion, curriculum and training, socials, data and insights) and support with ongoing projects.



Our awards



We are proud to be listed as one of the 100 best small companies to work for in 2022.

We received this award thanks to our commitment to mental health and culture of collabora-

As a disability confident committed employer, we are dedicated to proactively supporting people with disabilities and developing our understanding and procedures.



We have been acknowledged as a 'Rising Leader' by the Headspace for Work Mindful Workplace Awards.

We strive to incorporate mediation and gratitude into our work culture.

We have been certified by the Living Wage Foundation as an employer who pays all of our staff at least the living wage.



ACTION TUTORING

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