

Job Description

Job title:	Corporate Partnerships Officer
Reporting to:	Corporate Partnerships Manager
Location:	Central London (Holborn Office) / Hybrid Working
Contract type:	Permanent & full-time (35 hours)
Salary:	£30,500 pa (with some flexibility for candidates with more experience)

About IHP

Most of us can readily access the medicines we need. But around the world, many easily treatable diseases can mean chronic pain, poor quality of life or even a death sentence. International Health Partners (IHP) helps people in hard-to-reach, vulnerable and disaster-hit communities get better access to medicine. We coordinate the safe and responsible donation of medicines and health care supplies to where the needs are greatest, saving lives and preventing avoidable suffering.

In the last three years, IHP have supported over 54 million patients and vulnerable communities around the world – places such as Yemen, Ukraine and Gaza. We've sent medicine worth well over £56 million, changing lives and impacting futures. We run multiple partnerships to support this work – with pharmaceutical companies who donate medicines, our logistics partners who help us warehouse and ship the medicines overseas and finally our valued NGO partners and individual medics delivering healthcare to those who need it. Together these partnerships enable medicines to reach those in need.

Our Christian faith underpins all that we do. It motivates us to care for those in need, and give our best in all circumstances, as an expression of God's love. We believe that everyone, regardless of their age, gender, disability, religion or ethnicity, should be able to access the medicines they need.

Overview of the role

The Corporate Partnership team hold the relationships with pharmaceutical companies across Europe who donate medicines and financial support to IHP. The team ensure that we carry out good due diligence (checks) on these companies and then maintain high standards of compliance in the medicine donation process. This means the correct storage, handling and transportation of medicines to provide the highest quality of product for those in need.

The Corporate Partnerships Officer works closely with colleagues, particularly in the Programmes and Logistics teams to ensure efficient and effective placement of medicines and medical supplies, in compliance with regulatory and good practice guidance.

The specific purpose of this post is:

- Assist in the coordination and administration of the medical product donation process in line with IHP's approach
- Ensure effective communication with our corporate donors and supporting the day to day management of these relationships including liaison to help us secure the products we need
- Maintaining internal systems and supporting due diligence processes

Key Responsibilities

- Provide general administrative support to the Corporate Partnerships team
- Responsible for implementing the IHP donations process
- Support internal process that match product offers, stock and partner needs
- Supporting on the account management of corporate donors and acting as daily liaison with some low to medium level accounts
- Support IHP's Corporate Partnerships response to humanitarian crises, unlocking support from our corporate donors
- Maintain internal systems, records and appropriate compliance and administration processes including around due diligence
- Support cross-team coordination and organisational initiatives, including Corporate Partnerships input to IHP's wider fundraising and communications work, to ensure partnership activities are well supported and delivered
- Occasionally represent IHP externally at relevant events, networks, and fora
- Contribute to organisational learning at IHP, particularly around the healthcare industry and Corporate Social Responsibility (CSR)
- Ensure GDP (Good Distribution Practice) compliance as it relates to appropriate areas of responsibility - training will be provided
- Other tasks and duties appropriate to the role may be reasonably required at the discretion of the line manager.

Context of this role

Our Christian Ethos

All our staff regularly spend time together praying for IHP's work. Our occupational requirement necessitates that the successful candidate will have a personal commitment to the Christian faith and actively support IHP's Faith Statement.

Our Policies and Procedures

You will need to understand and comply with our policies, including but not limited to Safeguarding and Data Protection. You will be provided with appropriate training and resources to fulfil the tasks and responsibilities effectively.

IHP is an Equal Opportunities Employer.

Person Specification

Knowledge and experience

- Experience of administration and record-keeping
- Experience of managing relationships with external stakeholders
- Experience of working with data and systems
- Understanding of Corporate Partnerships, healthcare industry or Corporate Social Responsibility (CSR) (Desirable)
- Experience of representing an organisation externally (Desirable)
- Experience of project management (Desirable)
- Experience of raising funds from corporate partners (Desirable)

Skills and attributes

- Committed to IHP's Christian Ethos and values
- Highly organised, efficient, and self-motivated
- Excellent administration skills
- A commitment to accuracy, numeracy and excellent attention to detail
- Strong problem-solving skills
- Excellent written communication skills
- Ability to work with competing priorities, deadlines and targets
- Strong interpersonal skills and ability to adapt as part of a small team
- Ability to create informal coalitions and alliances
- Ability to demonstrate self-confidence and personal drive
- Ability to work co-operatively, collaboratively and sensitively with others
- IT literate in all major Microsoft Office applications

Special Working Requirements

- Applicants must have the right to work in the UK and a Basic DBS identity check will be undertaken.
- Prepared to work and/or travel outside normal working hours occasionally.