



The BRIT School
Corporate Partnerships Officer
Application Pack
May 2024

Corporate Partnerships Officer

Part-time (21 hours /week)

An exciting opportunity has arisen to join the Development Team at the world-renown BRIT School. Working closely with the Corporate Partnerships Manager, the Corporate Partnerships Officer will be supporting the growth of The BRIT School's corporate income through donations, sponsorship and employee giving.

The Team

The Development Team at The BRIT School is focused and experienced – with colleagues having worked in award-winning not-for-profits and national arts centres - consisting of the Director of Development, Trusts and Grants Manager, Corporate Partnerships Manager, Trusts and Grants Officer, Philanthropy Officer and Development Administrator, with a supportive Leadership Team and Board of Trustees.

With current / recent corporate partnerships including **Burberry**, **Warner Music UK**, **Royal Bank of Canada**, **Apple** and **Netflix** (amongst many others), it is an exciting place, which brings together world-class education with the creative industries.

You and The BRIT School

This is an exciting time to join The BRIT School team, as we continue the momentum of our *BRIT Transforms Campaign* (launched during our 30th anniversary year celebrations), and build on our successful corporate partnerships programme.

Joining us as Corporate Partnerships Officer, you will be at the heart of our efforts to #keepBRITspecial, helping the School to realise its plans and ambitions.

We are looking for someone who has a passion for the ethos and ambition of The BRIT School. As a member of an impactful team, you'll have the autonomy, responsibility and freedom to bring your own creativity, drive and skills to the role, and to make an impact... not only on our fundraising ambitions, but on the lives of the young artists we support.

We would welcome candidates who are looking to move into corporate fundraising from other fundraising backgrounds, or relevant sales environments; we're also open to people at the start of their fundraising career. We are supportive of - and happy to consider - flexible working arrangements, including hybrid/home working.

The BRIT School is committed to Equality, Diversity and Inclusion, which is the bedrock of our ethos and values.

We look forward to receiving your application, and we hope to meet you soon.

Applicant Information Pack

Closing date

11.59pm, 19th June 2024

Interview date

Weds 3rd July 2024

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A Message from the Principal



Creativity is crucial to the future of our economy and society. For over 30 years, The BRIT School has successfully nurtured creative skills in students from every type of background alongside a robust and full academic curriculum. And it does so for free.

Young people who choose to come here are given the tools to carve out their career, the space to think and the environment to be themselves. This is a playground with professional boundaries, where the raw talent of 14–19 year olds meets the nurturing expertise of world-class teachers.

The BRIT School revolutionises the lives of its students; 98% of all students who have graduated find work in a huge range of creative industries, or enroll for higher education or training. We are proud to be a Croydon school and equally proud to have national and international friends who support the school with professional and unique opportunities. As the Good School Guide articulates, *“You’ll find BRIT graduates’ words, music, performance, directorial and backstage talents just about everywhere you look, from fashion shows to musicals, national theatre to community arts, in the UK and internationally.”* This is a hardworking, fun, passionate school packed with dedicated individuals who love the creative and performing arts and recognise the importance of a thorough and robust education in all subjects. We believe in developing well rounded, articulate, kind and dynamic young people.

A handwritten signature in blue ink that reads "Stuart Worden". The signature is written in a cursive, flowing style and is underlined with a single blue stroke.

Stuart Worden
Principal

Job Description

Job Title	Corporate Partnerships Officer
Department	Development
Salary	£20,062 - £21,627 (£33,438 - £36,045 FTE)
Hours of Work	Part-time (21 hours/0.6FTE)
Contract Type	Permanent
Responsible to	Corporate Partnerships Manager

Job Overview

The Corporate Partnership Officer will be supporting the growth of The BRIT School's corporate income, including through donations, sponsorship and employee fundraising, in line with its Fundraising Strategy.

Key Responsibilities

Main Activities & Responsibilities

- To support the development of a 'new business' corporate pipeline through detailed prospect research, prioritising approaches and preparing proposals.
- To grow your own portfolio of corporate partners (4-figure value +) approaching prospects, and ensuring that applications are targeted, timely and compelling.
- To support the Corporate Partnerships Manager in managing/cultivating high-value partnerships with existing corporate supporters to deliver against objectives, deepen the relationship, assist in collating/writing reports and increase long-term financial support.
- To maintain partnership planning and donor care records to existing supporters, and develop relationships, in liaison with the Corporate Partnerships Manager.
- To contribute to the development of clear and compelling cases for support for donors, including building excellent internal relationships with colleagues to present strong fundable projects.

Events

- Support the Development Team in helping to organise cultivation and stewardship events for donors/prospects, as well as maximise existing opportunities at The BRIT School for such purposes (e.g. performances on/off site).
- Ensure that appropriate donors/prospects/influencers are invited to these events and to attend these events to support donor-care/cultivation.

Administration

- To ensure records for prospects/funders are maintained/updated on our database, to support planning and reporting.
- To attend evening & weekend meetings and events as required.
- To undertake any other duties or one-off tasks at the reasonable request of the Manager or Director.

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

We would welcome candidates who are looking to move into Corporate fundraising from other fundraising backgrounds, from a relevant sales environment, or are at an early stage of their fundraising career.

Criteria	Description	Essential / Desirable
Education & Training	Educated to A-level or National Diploma level (or equivalent)	E
Experience	Minimum one years' experience of securing new business in a fundraising and/or sales environment.	E
	Proven experience in account managing clients/ corporate partnerships in a fundraising or sales environment.	E
	Experience of securing four-figure+ gifts from major donors or corporate partners in a charity setting.	D
	Experience of fundraising for an arts or education organisation and/or school	D
	Experience of CRM (customer relations management) processes + databases	D
	Evidence of organising or managing cultivation events in a fundraising or sales environment.	
Knowledge, Skills and Qualities	Excellent interpersonal skills, both in person and	E

phone/Zoom, and able to communicate with ease at all level

Excellent administrative and organisational skills

E

IT literate on MS tools (Word, Excel, Power Point)

E

Knowledge of best practice in the prospecting, cultivation, solicitation and stewardship of new and existing partners/donors.

D

Personal Qualities

Energetic, self-motivated, able to use own initiative and work alone as necessary

E

Willing to work some evenings and weekends for which time off in lieu will be given.

E

A commitment to the Schools mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.

E

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

Terms and Conditions

Availability	Ideal start date in August
Contract Type	Permanent
Hours of Work	Part-time (21 hours/week)
Annual Leaver	Annual Leave runs 1st January - 31st December. Annual Leave entitlement is 27 days (pro rated), 3 of which must be taken at Christmas shut down.
Salary	<p>£20,062 - £21,627 (33,438 - 36,045 FTE) (The BRIT School Pay Scale: Band 5 point 19-24)</p> <p>Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.</p>
Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.
DBS Check	The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
Probation	The post has a six months' probationary period.
Notice Period	This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 4 weeks.
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive two complimentary tickets at the start of the new academic year for any show of their choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £100 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme www.cyclescheme.co.uk
Pension	Support Staff are automatically enrolled in the Croydon Council Pension Scheme.
Counselling Service	The BRIT School offers a free in-house counselling service.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	Library – The School has a very well stocked library with not only books, but magazines, journals, music and DVD's which staff are very welcome to utilise.

About Us

School Overview

The BRIT School is the leading Performing and Creative Arts school in the UK and completely FREE to attend. It provides a unique education for over 1,400 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

The BRIT School has produced many successful singers, musicians, dancers, technicians, film-makers, performers, designers, games-makers, set-makers, community arts practitioners, DJs, actors, stuntmen, producers, authors and a whole lot more.

Former Students have so far won 12 BRIT Awards, 19 Grammys, 2 BAFTAS and 2 Oscars, a Laurence Olivier Award, a UK Theatre Award and 2 London Evening Standard Awards.

Our Mission

To prepare young people for careers in the creative and performing arts.

Our Values

- Original
- Responsible
- Ambitious
- Kind
- Inclusive

Vision

- To train and educate young people for future careers in Performance and Creative Arts industries.
- To provide a comprehensive and exceptional KS4, Post 16 general and vocational education that prepares students for life in the arts.
- To provide a unique educational approach that has creative teaching and learning in its bloodstream and has a pastoral approach that focuses on the individual reaching their full potential.
- To celebrate the diversity of the educational needs, background, race, religion and sexuality of all within its community.
- To be a role model for other schools and organisations in its community work.

Development at The BRIT School

Alongside funding from the DfE and The BRIT Trust, The BRIT School has a strong and growing programme of fundraising from Corporates, Institutions, Major Donors, BRIT Parents and BRIT Alumni. Some of our current organisational supporters are noted below:



In March 2022, we publicly launched our *BRIT Transforms Campaign*, aiming to raise £10m over four years in addition to our government funding, to continue investing in young creative talent, and to help *#keepBRITspecial*.

Voluntary income continues to grow at The BRIT School, and we're forecast to raise over £1.4m in 2023/24. Alongside the organisations above, we are also supported by the generosity of individuals, and we're in discussion with other high-profile brands and institutions to explore creating exciting new partnerships and developing our programmes.

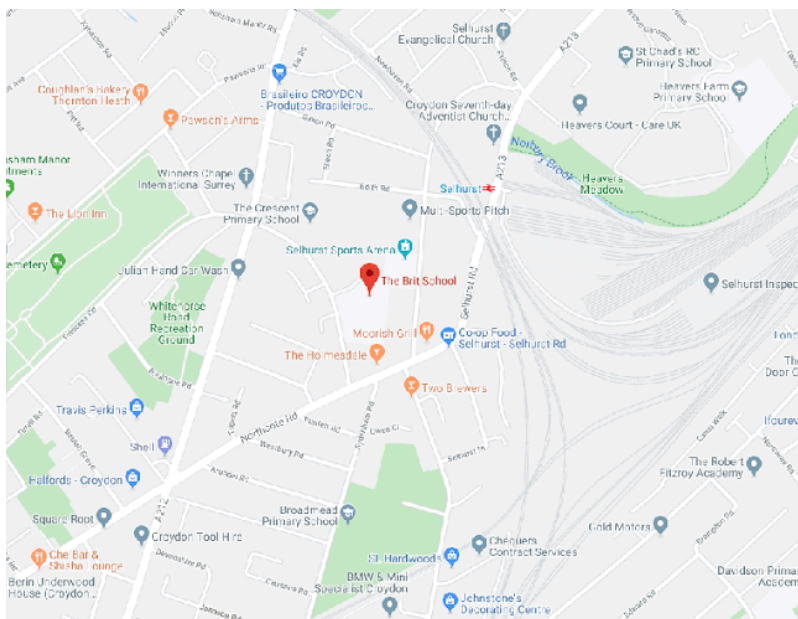
The potential for growth in fundraising is significant and you will be joining at an exciting moment in the history of this special organisation.

#BRITTransforms

Location

The BRIT School is located in Selhurst, Croydon (Greater London).

60 The Crescent, Croydon CR0 2HN



How to Apply

To apply, please complete our [Application Form](#), available on our website in the 'Work for Us' Section.

CV's without an application form cannot be accepted.

Closing date

19th June 2024

Interview date

3rd July 2024

The interview will consist of a 45-minute panel interview and 30-minute task.

Prior to taking up the post, an enhanced DBS clearance will be required.

The BRIT School is an Equal Opportunities Employer and an educational non-profit making registered charity. Roll: 1400 x 14–19 year old students

The BRIT School is committed to Equality, Diversity and Inclusion.

For more information visit our website www.brit.croydon.sch.uk