

# PLAN INTERNATIONAL UK JOB PROFILE

<b>Job Title</b>	Corporate Partnerships Executive
<b>Directorate</b>	Fundraising and Supporter Engagement
<b>Unit</b>	Major Partnerships
<b>Grade</b>	4
<b>Salary</b>	£21,614 per annum (ie pro-rata to the full-time equivalent salary of £40,438 per annum)
<b>Hours</b>	Part-time - 3 days (21 hours) per week
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Corporate Partnerships Manager
<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 International 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 and develop a portfolio of corporate partnerships; building excellent relationships, achieving and exceeding income targets, and creating and developing account strategies which leverage maximum impact for us, the partner, and for the people participating in the programmes we fund.

Key Deliverables	Key Responsibilities
<b>Strategy</b>	<ul style="list-style-type: none"> <li>• Work with the Corporate Partnerships Manager to devise, develop and implement strategies and detailed action plans for each of the corporate partners under your responsibility</li> <li>• Supported by the Corporate Partnerships Manager, ensure that corporate partnerships within your portfolio, and those you support, are managed within an agreed strategy and to targets which fit within Plan International UK's business plan, strategic objectives and ethical guidelines</li> </ul>

<b>Partnership Management</b>	<ul style="list-style-type: none"> <li>• Act as the lead professional representative of Plan International UK for the accounts you manage</li> <li>• Manage and support a portfolio of corporate partnerships – providing excellent account management and maximising their value by e.g. engaging customers and staff, securing pro-bono support and cause-related marketing products</li> <li>• Contribute to the development and delivery of communication and marketing plans for your partnerships</li> <li>• Take a lead role in managing fundraising events and activities related to your accounts</li> <li>• Prepare engaging and inspiring proposals, plans and reports as necessary</li> <li>• Manage fundraising income from various sources for each corporate partner, using the CRM database to concisely and accurately report back to donors on a regular basis</li> <li>• Manage partnership expenditure budgets, controlling them effectively to increase ROI and advising of any over or underspend</li> <li>• Prepare and deliver presentations and speeches at partnership events as needed</li> <li>• Meet income targets as set by the Corporate Partnerships Manager and the Business Development Lead</li> <li>• Arrange, manage and accompany overseas visits, where appropriate – ensuring objectives are met (and exceeded) and drive value to both Plan International and the corporate partner</li> </ul>
<b>Business Development</b>	<ul style="list-style-type: none"> <li>• Help develop and present creative propositions to a wide range of audiences through written proposals, presentations, by phone and in face-to-face meetings</li> <li>• Provide support to the Corporate Partnerships team on high level strategic partnerships, and help to coordinate and deliver pitches</li> </ul>
<b>Networking and Sector Knowledge</b>	<ul style="list-style-type: none"> <li>• Attend appropriate networking and stakeholder events</li> <li>• Follow national and global developments in the field of corporate and multi-lateral partnerships</li> <li>• Keep track of competitor performance in corporate partnerships and analyse trends in order to ensure we are able to anticipate and respond well to opportunities.</li> <li>• Monitor developments and trends in CR and corporate engagement</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Support collaboration with the Global Corporate Function and other Plan National Offices to ensure that potential international partners are fully explored and maximised</li> <li>• Keep Plan International (Global Hub) informed about new partnerships that could cross National Office territories</li> <li>• Leverage support for Plan International's campaigns and advocacy activities from your partners</li> <li>• Ensure strong collaboration with the Programme Management Team in the International Programmes Directorate to secure new partners and funding in line with Plan International UK's programme strategy and ensure partnerships are aligned as strategically and programmatically as possible</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the co-ordination of internal communications to ensure all departments are accurately informed about projects being implemented and partnerships being account managed</li> <li>• Work cross departmentally where necessary on joint initiatives</li> </ul>
<b>Systems and Processes</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with Plan International's identity, copy approval procedures and charity law</li> <li>• Support your manager to manage risk, maintain and protect Plan International UK's brand equity and build Plan International UK's brand awareness where possible across new corporate partnerships</li> <li>• Regularly update Plan International UK's database to ensure complete and accurate corporate records are readily available</li> <li>• Work within Plan International UK's corporate ethical policy</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> <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 Manager, Business Development 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>
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<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>
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<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>1. Act as a role model representing Plan International's commitment to non-discrimination and safeguarding</li> <li>2. Report safeguarding concerns in a timely manner and co-operate in investigations as appropriate</li> <li>3. 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
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# PLAN INTERNATIONAL UK PERSON SPECIFICATION

## Essential Criteria

Experience of working in a busy corporate fundraising team or a corporate environment, managing key relationships and accounts

Able to communicate effectively with stakeholders – both in writing and through presentations with the ability to adapt styles to meet the needs of different audiences both tactfully and diplomatically

Able to network with and influence senior people both internally and externally

A team player with an innate ability to collaborate and network and form effective and constructive working relationships across the whole organisation

Able to manage projects successfully within time and budget and effectively manage, monitor, and negotiate donor budgets and licencing agreements

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

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

Experience, understanding of growing and upgrading accounts and developing different strands within partnerships e.g. cause related marketing, employee fundraising, brand partnerships

Able to manage and monitor complex budgets and programme information

A passion and interest in international development as well a solid understanding of Environmental, Social and Governance (ESG), Corporate Social Responsibility (CSR) reporting and corporate partnership trends

Able to demonstrate a commitment to our [Values and to Feminist Leadership Principles](#) and role model these in all aspects of your work