



**Ambitious  
about Autism**

# Head of Corporate Partnerships

Job description, 2024

# Contents

<b>Contents</b> .....	<b>1</b>
<b>Job description</b> .....	<b>2</b>
<b>Person specification</b> .....	<b>4</b>
<b>How to apply</b> .....	<b>5</b>

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# Job description

<b>Job title</b>	Head of Corporate Partnerships	<b>Team</b>	Fundraising
<b>Job band</b>	£55,994 - £60,611 (depending on skills and experience)	<b>Reporting to</b>	Deputy Director of Fundraising
<b>Hours</b>	35 hours per week, 9am-5pm. Hybrid working.	<b>Line manages</b>	4 team members, 3 direct reports

**Approved by:** Director of External Affairs and Development

**Updated:** June 2024

## Role purpose

The overall purpose of this role is to sustain and grow corporate partnerships income. Corporate partnerships have been a key area of fundraising growth for AaA in the last 5 years. Award-winning partnerships with Marsh McLennan and TalkTalk, as well as AaA's highly successful Employ Autism programme, have played a part in this growth.

This post-holder will build on these successes, leading the team to secure and deliver new corporate partnerships. These are likely to be a mix of employee-led fundraising partnerships and strategic partnerships in collaboration with the Employ Autism team.

Employ Autism enables corporate partnerships to access autism-awareness training and join our internship programme, thereby bringing young autistic talent into their organisations. This post-holder will package and promote this programme as a means of widening AaA's corporate partnership mix.

## Key accountabilities and dimensions

### Securing and leading major partnerships:

- To oversee the delivery of corporate partnerships, directly managing relationships with appropriate counterparts and supporting team members as needed.
- To oversee new business activity, in collaboration with the Employ Autism team, playing a leading role in high value solicitations, to secure new corporate partnerships that deliver both strategic and cash value.
- To oversee the maintenance of a prospect pipeline, with sufficient probability-weighted value in it to meet targets.
- To support the team in managing and getting measurable value from AaA volunteer boards.

### Planning, monitoring and reporting:

- To produce and execute a strategy for growth.
- To monitor delivery plans, ensuring that they are achievable and meet desired aims.
- To manage income/expenditure budgets, reporting on performance and reforecasting.
- To ensure that the critical success factors are in place to deliver on plans and to manage risk.

- To provide reports as required to the Deputy Director of Fundraising.

### **Team leadership:**

- To ensure that all the tools, project information and collateral are in place to enable the team to be successful.
- To ensure that your team always operates within Charity Law and Data Protection legislation and adheres to the Fundraising Regulator Codes of Practice.
- To provide operational guidance and support to all team members to ensure that projects go to plan, output is of a high standard and objectives are met.
- To ensure accurate and accessible record keeping of all activity and relationships and effective use of database.
- To manage the team to achieve the overall strategy, monitoring performance against clear objectives.
- To ensure the proper application of Ambitious about Autism's key personnel policies ensuring that relevant reviews take place at individual and team level.
- To strive to improve practice continuously through promoting and monitoring the continuous professional development of your team, putting development plans in place, empowering and motivating high performers.

### **Key working relationships:**

- Deputy Director of Fundraising
- Director of External Affairs and Development
- Head of Philanthropy
- Head of Events
- Head of Employability, Skills and Training
- Finance team

### **Safeguarding and Safety:**

- To ensure risk assessments and emergency plans are in place and reviewed.
- To ensure safe working practices.
- To ensure safeguarding incidents and other incidents and accidents or errors are appropriately reported.

### **Additional duties:**

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

# Person specification

Role and band competencies	Essential
<b>Specific knowledge, experience and technical skills</b>	
1. Educated to degree level <u>or</u> with equivalent fundraising qualification/experience	X
2. Proven experience of securing high-value, strategic corporate partnerships that deliver commercial value to companies	X
3. Proven experience of developing and implementing annual strategies and plans and working to monthly work plans and targets	X
4. Proven experience in understanding and compliance with all appropriate legal and organisational policies in the areas of fundraising	X
5. An understanding of trends and developments across the commercial sector, including ESG principles and Sustainable Development Goals, and experience of applying these to successful corporate partnerships	X
6. Working closely with senior volunteers and board members, to aid pipeline development and prospecting	X
7. Financial management of income and expenditure budgets including setting targets, anticipating risk and accurate forecasting	X
8. Experience of management of staff	X
9. Excellent written and verbal communication skills applied across a range of mediums and audiences (internal and external)	X
10. Excellent planning, project management and organisational skills	X
11. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
<b>Personal attributes</b>	
12. Ability to meet and work to deadlines and resilient under pressure	X
13. Commitment to promoting and safeguarding the welfare of children and young people and to understanding and championing the needs of children and young people with autism and their families.	X
14. Ability to work under own initiative to a clear plan whilst liaising closely with managers and colleagues	X
15. Ability to work flexible hours and to travel throughout UK when required to do so.	X
16. Practical IT skills and knowledge of Microsoft Office	X
17. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>Sunday 7<sup>th</sup> July 2024</b>
Candidates informed of outcome of application	<b>Monday 8<sup>th</sup>/Tuesday 9<sup>th</sup> July 2024</b>
Interviews	<b>Wednesday 17<sup>th</sup>/Thursday 18<sup>th</sup> July 2024</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, [jaxford@ambitiousaboutautism.org.uk](mailto:jaxford@ambitiousaboutautism.org.uk).

## Equal opportunities monitoring

*Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.*

# We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

## Contact us

The Pears National Centre for Autism Education  
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ [info@ambitiousaboutautism.org.uk](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://ambitiousaboutautism.org.uk)

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.