

Head of Partnerships  
and Development

# Recruitment Pack

March 2024



## Table of contents

Key summary of the role	1
What we do	2
Working with us	3
Job description	4
Background and role purpose	5
Role duties	6
Person specification	7
Applications	8



## Key summary of the role

---

<b>Job Title:</b>	Head of Partnerships and Development
<b>Hours:</b>	Full time, 30 hours per week (Please note, Consortium works a 4-day week, which equates to 30 hours per week for a full-time role)
<b>Reports to:</b>	Chief Executive Officer
<b>Remuneration:</b>	£39,155 - £41,490, plus 5% pension contributions
<b>Based:</b>	Home-based
<b>Terms:</b>	Permanent contract, subject to ongoing funding, Equivalent 5 weeks personal annual leave entitlement plus bank holidays
<b>Deadline:</b>	Sunday 14 <sup>th</sup> April 2024

---

If you are appointed to this role, you will among other (full job description can be found on [page 4](#)):

- As part of 3-person Senior Leadership Team, manage the Partnerships and Development Team (currently 5 team members).
- Manage and maintain existing partnerships with a diverse range of external stakeholders and explore new innovative opportunities.
- Lead on the internal development of new income generating activity from a diversity of sources, including grant funders, corporates and individual donations.
- Identify new opportunities to increase LGBT+ voices across a range of stakeholders and policymaking.

We are committed to improving representation across our organisation and believe that Consortium's team, including our Senior Leadership Team, should reflect our diverse communities. With that in mind, we are particularly keen to hear from people with an understanding and appreciation of the specific and intersectional issues faced by our LGBT+ communities, including from lived experience.

## What we do

We are a national specialist infrastructure and membership organisation. We work to build the resource, sustainability and resilience of LGBT+ groups, organisations and projects so that they can deliver direct services and campaign for individual rights.

### We work with LGBT+ groups

We offer a range of practical support for people who run LGBT+ groups, projects and networks.

### We build networks

We facilitate a range of thematic networks across the LGBT+ sector.

### We generate impact data

We aim to help LGBT+ groups identify the changes their work is making and how to demonstrate.

### We award grants

Through our LGBT+ Futures Fund we award grants to LGBT+ groups across the country and have distributed over £1.75m across 275 grants.

### We champion collaboration

We are leading a range of innovative collaborations that have brought over 50 LGBT+ groups together to develop and deliver projects.



We work to provide the resources LGBT+ groups and organisations need to thrive and build a strong case for support



We support the growth and development of LGBT+ groups and organisations



We support LGBT+ groups and organisations to prepare for, respond and adapt to the changing environment

## Working with us

We work hard to maintain a supportive and friendly work environment and we pride ourselves on our organisational culture that centres team wellbeing and thriving employees.



### Employee benefits:

- Working from home (we have been working fully remotely for 11 years!)
- 4 day working week (30 hours is our full time equivalent)
- Discretionary working from home payment
- Flexible working environment
- Auto-enrolment pension scheme
- Birthday leave
- Consortium days leave over the festive period

## Job description

---

<b>Job Title:</b>	Head of Partnerships and Development
<b>Hours:</b>	Full time, 30 hours per week (Please note, Consortium is trialling a 4-day week, which equates to 30 hours per week for a full time role)
<b>Reports to:</b>	Chief Executive Officer
<b>Remuneration:</b>	£39,155 - £41,490, plus 5% pension contributions
<b>Based:</b>	Home-based
<b>Terms:</b>	Permanent contract, subject to ongoing funding, Equivalent 5 weeks personal annual leave entitlement plus bank holidays
<b>Deadline:</b>	Sunday 14 <sup>th</sup> April 2024

---

Consortium has implemented practices that aim to reduce bias in our recruitment process. When reviewing applications, the information provided in your covering letter will be viewed independently, without access to information from your CV or the personal details provided.

We are committed to improving representation across our organisation and believe that Consortium's team should reflect our diverse communities. With that in mind, we are particularly keen to hear from people with an understanding and appreciation of the specific and intersectional issues faced by LGBT+ communities, including from lived experience.

Appointments will be based on merit. Equity is important to the success of our team and work. We don't want any barriers to applying so if you would like to discuss particular aspects of our approach or get a better understanding of whether Consortium is right for you, then please contact Paul, our CEO, on [paul@consortium.lgbt](mailto:paul@consortium.lgbt).

## Background and role purpose

Consortium hosts the largest network of Lesbian, Gay, Bisexual and Trans + groups, projects and organisations in the UK (600 members) and offers a range of support so that they can deliver vital support and services to over 5 million LGBT+ people, their friends and families. We are also a specialist grant funder, having provided over £1.75m in grants since 2019, across 275 awards, with this being an exciting area of growth falling within the remit of this role.

We are recruiting for a Head of Partnerships and Development who will support our charity, and the LGBT+ sector, to continue growth in an appropriate and sustainable way. We are seeking an excellent relationship builder who can help us maximise our ability to generate positive social impact through relationship-building and fundraising skills.

As Head of Partnerships & Development you will be responsible for managing key business partnerships, identifying new potential income streams (for Consortium & the LGBT+ sector), and exploring opportunities to increase the impact of our work.

You will devise creative and innovative strategies including campaigns with partners, liaising with corporate contacts and building and developing relationships with new key stakeholders.

You will provide line management and support to the existing Partnerships and Development team of 5 [team members](#) (LGBT+ Fund Development Manager; Grants Officer; Communications Officer; 2 National LGBT Health Partnership Officers). We adopt a collaborative approach across the team, so there are opportunities to actively engage with others across the entire team so we can maximise the impact we have as a charity.

You can read about our approach and our core focus in our [Strategic Plan](#). You can also read more about our grant giving activity in the [evaluation of our latest Fund](#).

As with all of our roles, we are looking for someone who is generous with their knowledge and skills so that our Members and Grantees can also benefit and develop their own organisations in a similar way through training, resource development and other engagement work.

The successful candidate will work closely with the Chief Executive, and our Head of Membership and Engagement, but also be expected to operate with a good level of autonomy, using their own initiative and curiosity to identify partners and win them over with solid cases for support.

## Main duties

- Manage and maintain existing partnerships with key external stakeholders (e.g. funding sector, public sector, academics).
- Develop new relationships and exciting opportunities with our partners.
- Working alongside the CEO and Head of Membership & Engagement, identify and lead on new income opportunities for Consortium and its Membership.
- Develop relationships with potential donors and funders.
- Lead the charity in developing new corporate relationships.
- Identify opportunities to develop and increase comms around LGBT+ voices across a range of policy areas, in collaboration with members.
- Line manage and support the Partnerships and Development team.
- Prepare presentations, proposals, plans and reports, as necessary.

## General duties

- To act at all times in the best interest of Consortium and its Membership.
- To prepare for and attend regular supervision sessions, conducted by the CEO.
- To carry out other duties as may from time to time be reasonably required.

## Person specification

### Essential

- 2 or more years' **experience in a Development or Partnerships Management** role.
- **Excellent project management, planning and prioritising** skills to manage a varied workload while staying focused on [Consortium's Strategy](#).
- Understanding of **building and maintaining corporate relationships** with the voluntary sector.
- **Understanding of business development/fundraising cycle** – generating leads, pipeline development and conversion.
- **Experience working with marketing and communications functions** to deliver collaborative campaigns and increase reach.
- **Understanding of sustainable funding models** and a curiosity to explore beyond traditional philanthropy.
- **Understanding of the challenges and issues facing LGBT+ organisations**, people and communities.
- Ability to act as an ambassador for Consortium and its Membership, with a **strong commitment to equity and inclusion**.
- Ability to produce high-quality written reports.
- Experience of setting outcomes, monitoring, and evaluating work.
- Experience of setting, holding, and managing project budgets.
- Experience of managing a staff team.

### Desirable

- Experience of working in second tier infrastructure.
- Experiencing of working for a Membership Organisation.
- Experience of working within the LGBT+ sector.
- Knowledge and experience of Participatory Grant-Making processes.
- Knowledge of small charity governance.

These skills and competencies will be tested in the application process and subsequently within the interview process.

## Applications

Deadline for applications is **Sunday 14<sup>th</sup> April 2024**.

Interviews will take place, using a virtual platform, on **Thursday 25<sup>th</sup> April 2024**. Access needs will be met for interviews.

There will be two parts to the interviews—the main panel, which will include a short presentation, and an opportunity to meet with the Partnerships and Development team.

**[\[CLICK HERE\]](#)** to access the online application form. You will be required to provide a copy of your CV and a cover letter **focussing on how your experience links to the skills and person specification outlined in this job description**.

If you cannot access the online form, or would prefer an alternative format, please contact [recruitment@consortium.lgbt](mailto:recruitment@consortium.lgbt). These will be processed in the same way as online submissions.

For more information about the role or Consortium please contact Paul on [paul@consortium.lgbt](mailto:paul@consortium.lgbt) or 020 7064 6501.