



JOB DESCRIPTION	
Job Title:	Partnerships and Trusts Team Manager
Hours of Work:	37.5
Base:	Barnsley Hospice
Department:	Income Generation
Accountable To:	Head of Fundraising
Responsible For:	The role is responsible for setting direction, prioritising activity, and leading performance to deliver a focused, high-quality programme that builds sustainable income and long-term community support for the hospice.
Job Purpose:	To lead the Partnerships and Trusts team to maximise income from Corporate Partnerships, Trusts and Foundations and Major Donors income streams. This role is responsible for maximising the long-term support of all new and existing corporate organisations, as well as being responsible for a portfolio of trusts and foundations so they continue to donate as pledged and seek new income. This role will also be responsible for developing a major donor pipeline, focusing on building long term, strategic philanthropic relationships.
Organisational Summary	Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life- limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our Retail Hub. We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.
Main Duties & Responsibilities:	

Key Duties and responsibilities

1. To lead and inspire the Partnerships and Trust team by undertaking regular one-to-ones, appraisals and performance reviews, to ensure they meet their SMART objectives and income targets
2. Build compelling cases for support and financial 'asks' to secure partnerships, major donor and trust income
4. Support the Head of Fundraising and Director of Income Generation to develop and implement a highly ambitious corporate, major donor and trust fundraising strategy that enables Barnsley Hospice to meet its strategic objectives
5. Lead the team with designing and hosting engagements events to support with the stewardship and cultivation of organisations, major donors and trusts.
6. Support the Head of Fundraising in developing Barnsley Hospice strategic approach to acquisition, cultivation and development of corporate partnerships, major donors and trusts.
7. Developing a sustainable new partnerships and trust pipeline.
8. Effectively manage the corporate partnerships, major donors, and trusts budget, reporting any risks and opportunities to the Head of Fundraising, providing analysis and reforecasting as required.
9. Responsibility for negotiating complex strategic partnerships and overseeing new business pitches to build success in this area.
10. Drive growth in the corporate new business pipeline, focusing on value and sector leading corporates.
11. Drive growth in the trusts pipeline, focusing on value and sector leading trusts.
12. Review current corporate partnerships and trusts and oversee the building of an effective pipeline of new business opportunities to increase income substantially.
13. Lead in best practice in supporter care across corporate fundraising, major donors and trusts, to engage, motivate and retain supporters and increase their relationships with Barnsley Hospice.
15. Maximise the use of the CRM to inform and develop strategic plans.
16. Carry out any other duties as may reasonably be required by the Head of Fundraising or Director of Income Generation.

Other Responsibilities

1. To undertake any other duties, commensurate with the role as required by the Hospice.
2. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.
3. The post holder will be expected to maintain strict confidentiality at all times.
4. The post holder will ensure that they are aware of and apply health and safety and fire precautions.
5. The post holder will ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times.
6. The post holder is to ensure data protection is maintained at all times.
7. The post holder will be flexible in terms of working hours in order to meet service needs.
8. The post holder will support the Hospice as required, across the range of duties as appropriate within the grading of this post. In the context of rapid and ongoing change within the Hospice, the above responsibilities represent the current priorities and requirements for the post. These priorities will develop and evolve over time. Any significant changes will be the subject of full communication and consultation with the post holder.

This job description is not an exhaustive list but it shows many of the aspects to this role.

PERSON SPECIFICATION	
Knowledge and educational achievements:	
Essential: - GCSE's (Grade A to C) or equivalent in English and Maths - Full UK driving licence and access to vehicle for business use Desirable: - Evidence of further education in this field	Assessment method – application and interview
Experience and work achievements:	
Essential: - Demonstrable experience of working in a corporate/ trusts charitable fundraising role with strong understanding of new business and account management, including securing multi-year partnerships (min £10k per annum) - Experience of leading teams through growth and change - Experience of producing budgets and strong financial management skills Desirable: - Demonstrable experience of working with major donors, including onboarding and stewardship	Assessment method – application and interview
Skills and abilities:	
Essential: - An ability to manage and prioritise a number of relationships, working to deadlines and agreed targets - Strong people leadership skills - Excellent communicator with strong presentation skills and the ability to network, influence and negotiate with a wide range of people - Excellent writing skills with a demonstrable commitment to high standards of presentation - Current knowledge of corporate fundraising trends, and current fundraising legislation and regulation. - Excellent IT skills including advanced CRM analytical skills - A willingness and ability to operate in an open, honest, flexible way and at ease with being accountable	Assessment method – application and interview
Personal attributes:	

Essential: ● Proactive and willing to take ownership of tasks ● Positive and flexible approach ● Commitment to delivering excellent supporter experience ● Passion for the work of the hospice ● Willingness to work occasional evenings and weekends ● Ability to travel locally where required ● Act as an ambassador for Barnsley Hospice at all times	Assessment method – application and interview
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Our Values and Behaviours:	
Ambition: <i>We aim high and look for ways to improve ourselves, our services, reach more people and play a leading role.</i> • We set high standards for ourselves and the services we provide. • We seek every opportunity to learn: from our successes and our mistakes. • We take a flexible and creative approach when seeking opportunities and solutions. Collaboration: <i>We are inclusive and work in partnership with others to achieve shared goals and get the best outcome possible.</i> • We value diversity in its broadest sense and take meaningful action to create an inclusive environment. • We seek out and nurture partnerships so we can achieve more together. • We are welcoming and friendly. Compassion: <i>We are caring and treat everyone with kindness and respect.</i> • We show empathy and consideration towards others. • We are genuinely caring and respectful in our interactions with others. • We are generous with our time and attention, and value the people around us. Integrity: <i>We are honest, communicate clearly and openly, and take responsibility.</i> • We are open and honest with ourselves and others. • We are trustworthy and reliable and deliver on our promises. • We are professional and take our responsibilities seriously.	Assessment method – application form and interview