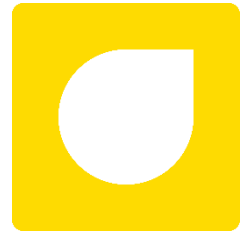
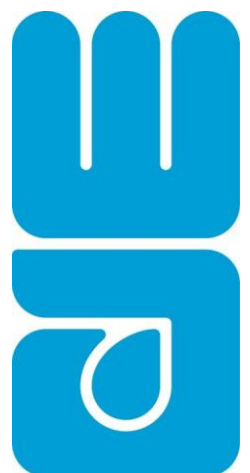


# Strategic Partnerships Officer

## Job description



WaterAid/Ernest Randriamalala



**WaterAid**

# We are WaterAid



**Our vision** is a world where everyone everywhere has access to safe water, sanitation and hygiene.

## Our mission

Transform lives through sustainable and safe water, sanitation and hygiene.

**Our values** define our culture and unite us across the many countries in which we work. They are at the very heart of WaterAid - who we are, what we do and how we do it.

**Respect.** We treat everyone with dignity and respect and champion the rights and contribution of all to achieve a fairer world.

**Accountability.** We are accountable to those whose lives we hope to see transformed, to those we work with and to those who support us.

**Courage.** We are bold and inspiring in our actions and words, and uncompromising in our determination to pursue our mission.

**Collaboration.** We work with others to maximise our impact, respecting diversity and difference in the pursuit of common goals.

**Innovation.** We are creative and agile, always learning, and prepared to take risks to accelerate change.

**Integrity.** We act with honesty and conviction and our actions are consistent with openness, equality and human rights.



# About the role



## Job purpose

This role is split between two teams, the Water Industry Partnerships (WIP) team and the Corporate Partnerships team which both sit within the Strategic Partnerships department. The role will support the Water Industry Engagement Manager in developing and implementing WaterAid's partnership development strategy for Water Sector Organisations. The role will have a particular focus on the companies and organisations that work with our water industry partners across the UK.

The role will also support other Corporate Partnership Development Managers as well as the Partnership Management and Private Sector Advisor Teams to reach our team objectives. The role will be varied with opportunities for leading on new funding applications to corporate foundations, utilising external events for lead generation, supporting the uptake and compliance with systems and processes for lead management, supporting the partnership development team on creative partnership ideation and any other reasonable tasks.

## Team description

This role is split between two teams, the Water Industry Partnerships (WIP) team and the Corporate Partnerships team which both sit within the Strategic Partnerships department. The post will report to the Senior Partnership Development Manager and have a dotted line to the Water Industry Partnerships Engagement Manager.

The WIP team is responsible for developing and supporting WaterAid's relationships with water companies and the wider water industry in the UK. This includes the stewardship of partner relationships, inspiring and managing volunteers, steering the development of high income corporate events, building opportunities for water company customers – and future customers - to understand better the challenges faced by UK water companies and utilities across the globe and thus build a connection with our work, providing the tools to grow employee fundraising and deepen their engagement.

The Corporate Partnerships Team is responsible for developing and implementing WaterAid's corporate fundraising strategy, supporting the wider goals of the Strategic Partnerships Department. This includes soliciting new and managing existing relationships designed to secure corporate donations, employee fundraising activity, strategic partnerships, payroll giving and commercial opportunities.

# Terms of appointment



|                               |  |
|-------------------------------|--|
| <b>Place of work:</b>         | 20 Canada Square, Canary Wharf, London, E14 5NN<br><br>We support and enjoy a hybrid working environment. A minimum of 40% of working time is spent face to face, either in London office, for coordination, collaboration and connectivity across the team, or as a result of external engagement or travel for WaterAid. |
| <b>Pay band:</b>              | Grade 6  |
| <b>Salary:</b>                | £33,233 - £34,894  |
| <b>Contract type:</b>         | Full time, fixed term 12-month contract until March 2026   |
| <b>Reports to:</b>            | Senior Partnership Development Manager   |
| <b>Manages:</b>               | None   |
| <b>Budget responsibility:</b> | None   |
| <b>Travel:</b>                | There may be some limited travel required.   |

# Accountabilities



## 1. Support the acquisition and delivery of high-quality stewardship of water sector organisations and corporate partners by:

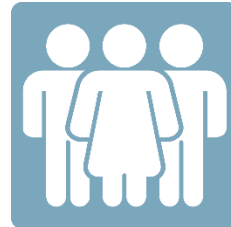
- Actively prospecting for new business in line with team strategies and organisational processes
- Negotiating partnership agreements and, for the water sector, delivering on the commitments through an account management approach
- To lead and deliver on WaterAid's presence at various water sector organisation and corporate partnership events
- Coordinating water sector supply chain insight, in order to map support and opportunities for engagement across both WIP and Corporate Partnerships teams
- Support the teams' managers in the development of strong, trusted relationships and influencing key decision makers within partner organisations
- To support, and where appropriate lead on, the delivery of activities and campaigns with partners
- Manage the delivery of the water sector communications, ensuring relevant and quality content
- Working with the WaterAid Communications Team to ensure that appropriate communication opportunities are realised eg articles in partner newsletters, trade press
- Maintain a good knowledge of WaterAid's work, and liaise with other organisations and individuals to prepare and present information about WaterAid's work through face-to-face meetings, presentations etc
- Maintain a good understanding of the sectors and businesses you work with
- Coordinate partnership ideation sessions across the team
- Support the corporate partnership team on fundraising system and process compliance
- Work closely with Managers across the two teams to ensure best practise and innovative ideas are shared

## 2. General

- Ensure that all organisational systems and processes, including GDPR are implemented and adhered to
- Ensure all partner records are kept up to date on the WaterAid customer relationship management system
- Track income to ensure correct coding
- Identify opportunities for process improvements, including best practice for new business, partnership management and supporter journeys

- Undertake any other reasonable tasks as requested by the teams' managers
- Willingness to travel within the UK
- Willingness and ability to work flexibly, including at some evening and weekend commitments for fundraising events

# Person specification



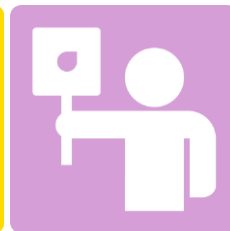
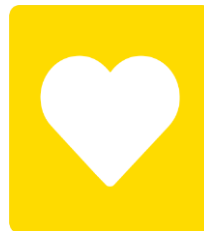
## Essential skills

- Working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation
- Experience generating income in a charity fundraising, business development or prospecting role.
- Proven ability to effectively manage a busy and varied workload, including several projects at a time, working across teams
- Assertiveness and excellent organisation skills to ensure that deadlines are met, including managing other people's input e.g. volunteers
- Excellent partnership building skills with a talent for spotting potential opportunities
- Excellent attention to detail and ability to provide excellent customer service and support to companies or individuals at all levels
- Experience of dealing engagingly and effectively with external stakeholders
- Endless drive, enthusiasm and ability to work under own initiative / independently to produce high quality results and meet deadlines
- Strong administrative and IT skills – including spreadsheets – and experience of using customer databases (training given)
- Excellent communications skills; written, verbal, presentation and face to face. Ability to communicate confidently at all levels
- A thorough and methodical approach to researching and planning projects including strong teamwork and effective collaboration skills

## Desirable skills

- Experience and knowledge of corporate responsibility / sustainability
- Experience of working or volunteering in the voluntary sector

# Our commitments



## Our People Promise

We will work with passion and focus to ensure safe and sustainable water, toilets and hygiene are available to everyone, everywhere. WaterAid is a place of purpose – where people have a real commitment and shared responsibility for the impact we have. We are a global community with diverse backgrounds and perspectives, motivated by inspiring, stimulating work. We are determined to put the wellbeing of our people first, to be a place where people feel safe and able to contribute their voice and truly live our values.

## Equal opportunities

We are an equal opportunity, disability-confident employer and are dedicated to achieving the highest standards of diversity, equity and inclusion. We welcome applications from people of all backgrounds, beliefs, customs, traditions and ways of life. This includes, but is not limited to, race, gender, disability, age, sexual orientation, religion, national or social origin, health status, and economic or social situation.

## Safeguarding

We are also committed to protecting everyone we come into contact with. We have a zero tolerance approach to abuse of power, privilege or trust across our global work, and any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation. Safeguarding the people and communities we work with, our staff, volunteers and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously. All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks).

**Wherever you work in WaterAid and whatever job you do, you'll be joining a global network helping people change their own lives with clean water, decent toilets and good hygiene.**



WaterAid, 6th Floor, 20 Canada Square, London, E14 5NN

Registered charity numbers:  
288701 (England and Wales) and  
SCO39479 (Scotland)  
Company number: 1787329