

## Job description

Job title:	Senior Corporate Partnerships Manager
Salary:	£46,000 per year
Contract:	Maternity cover for one year
Hours:	35 hours per week
Directorate:	Development
Reports to:	Senior Corporate Partnerships Manager
Direct/indirect reports:	1 direct

## Our mission

The National Literacy Trust empowers children, young people and adults from disadvantaged communities with the literacy skills they need to succeed. We work directly with young people and their families, with the 5,000 schools in these communities, with nurseries, prisons, YOIs and through our teams leading community literacy programmes in 20 places in the UK facing the biggest literacy and poverty challenges. Our research makes us the leading authority on literacy and drives all our work. We are committed to becoming a more diverse and inclusive charity, better at listening to and working in partnership with the communities we exist to serve. Literacy is a vital element of action against poverty and our work changes people's life stories.

## Purpose of role

Literacy is key to future workforce development and social mobility. Our work with corporates is therefore vital to both the delivery of our mission and our sustainability. We have enjoyed significant growth in recent years, and our corporate partnerships currently generate around £4m per year to support our work. Key partners include Chase Bank, Lancôme, KPMG, McDonald's, Morrisons, Bloomberg and WHSmith.

You will be part of a team of eight who lead our corporate and brand partnerships, providing maternity cover for a senior manager. You will be responsible for providing a high level of stewardship to grow and develop existing relationships, line managing a Corporate Partnerships Manager and supporting other team members when necessary, and contributing to the development of our corporate partnership strategy and budget planning.

## Key contacts

You will work closely with staff from across the organisation including members of the senior management team, as well as with corporate partners at a range of levels including the most senior, ambassadors, trustees and other senior advocates.

## Outline of responsibilities

- Lead on a range of high value partnerships within the Corporate Partnership Portfolio
- Develop existing partnerships and secure incremental income
- Research, write and present funding proposals, working to agreed targets and working closely with colleagues across the organisation as necessary
- Provide effective Line Management of a Corporate Partnership Manager and ensure that their key relationships are effectively managed, developed and meet budgets
- Ensure that all necessary due diligence is carried out
- Work with colleagues to ensure effective reporting and deployment of funding received
- Work with colleagues to ensure that our reputation and brand values are maintained and strengthened through partnership activity
- Play a key role in the development of the corporate partnership strategy budget planning, supporting the Head of Partnerships
- Work closely with the Head of Partnerships to deliver the annual corporate forecast and deliver regular, accurate financial reporting throughout the year, both internally and to trustees
- Maintain accurate records on Salesforce to log and share contacts
- Lead, input to and/or support our fundraising events
- Represent the organisation at a high level
- Support other team members when necessary

This outline is indicative and is not intended to provide a complete list of duties. The postholder will also be required to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

## Person specification

Essential	Desirable
<p>Significant experience of stewarding high-value corporate partnerships (worth between £200k and £1m per year), including managing multi-faceted partnerships and reporting to senior stakeholders</p> <p>Working in or with the voluntary sector, including CSR and fundraising experience</p> <p>Resilient, confident and able to think creatively and capitalise on opportunities</p> <p>Excellent writing and presentation skills, formal and informal</p> <p>Outstanding communication, collaboration and relationship management skills</p> <p>Good financial management and planning</p> <p>Excellent Line management and Leadership skills</p>	<p>Working with or generating income for education projects</p> <p>Event management</p> <p>Marketing</p>

## Summary of terms

<p>Location:</p>	<p>You will be based at our office at 68 South Lambeth Road, London SW8 1RL, but able to work from home around the requirements of your role, in line with our working from home policy. For in person meetings and events, we expect this may be up to two or three days per week at times but will often be much less.</p>
<p>Flexible working:</p>	<p>We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role. This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.</p>
<p>Travel:</p>	<p>This role may require national travel. Travel expenses will be paid when incurred in line with our expenses policy.</p>
<p>Safeguarding:</p>	<p>We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults.</p>