

Job Profile

Job Title: Development and Partnership Manager, CIPD Trust

Line Manager: Head of CIPD Trust

Hours: Full time 35 hours per week (flexible working)

Location: Wimbledon (hybrid working)

The official location of this role will be our office in Wimbledon however we use hybrid ways of working so that you can choose where you work based on what's best for our customers, what's best for your team and what's best for you to work most productively, whether that's working remotely from home or in our collaborative office space.

Background

The CIPD Trust was set up in Spring 2022. We amplify the work of the CIPD (whose purpose is championing better work and working lives), by helping those who need it most to overcome barriers to getting into or back into work. We deliver and champion social change through the power of the people profession to create better work and a fairer and more prosperous society. It's a fantastic time to join the team to help build and grow this exciting new venture.

Job purpose

This newly created role will focus on building partnerships for the CIPD Trust to help us tackle key societal issues in order to further develop our impact. It will also have a strong focus on fundraising to support the expansion of our programmes and reach (note core funding is covered by CIPD so all funds raised will go to Trust programmes and activities). The postholder will also support on delivering robust impact measurement and reporting for the Trust and share outcomes with key stakeholders.

Key accountabilities

1. Build effective partnerships which deliver to the overall strategy of the CIPD Trust:
 - Identify and secure relevant partnership opportunities with external organisations from the corporate and charitable sectors to grow and scale the work of the Trust including; building a pipeline of leads, partner prospecting and profiling, networking, co-ordinating the Trust team's

efforts in generating leads. The postholder will utilise CIPD's network and contacts to help achieve this as well as their own.

- Manage key funded and non-funded partnerships working with colleagues across the CIPD and external delivery partners to ensure all deliverables are met and impact is maximised.
2. Execute on the Trust's 3-year fundraising strategy and build impactful advocacy programmes:
 - Working with the Head of Trust and other Trust team members, take the lead role on researching and securing fundraised income to further the work of the Trust. This includes owning the process for the Trust's funding submissions; developing funds target list, working across the Trust to gather relevant programmatic information to include in submissions, writing and submitting funding bids.
 - Working with partners, develop and activate new programmes to support the Trust's objectives building advocacy throughout the programmes.
 - Through ongoing research, relationships with key CIPD personnel including Policy and Research, and keeping abreast of economic and market trends, create and maintain a bank of 'talking points' to validate the Trust's work on particular topics e.g. cost of living crisis, refugees, reducing re-offending, ageing workforce.
 3. Support on impact reporting for the Trust, including: ensuring the Trust's measurement frameworks are utilized correctly for impact evaluation of new programmes and activities and ensure alignment across programmes.
 4. Be a key contributor to the Trust's Advocacy workstream including designing events such as roundtables and other advocacy-centered activities with support from the Trust team.

Dimensions

KPIs

- Partnerships with third sector and corporates (or other relevant organisations)
- External presence through advocacy
- Creation of a fundraising pipeline
- Income generation

Knowledge, qualifications, and experience

- Experience of working independently to drive and deliver multiple partnerships
- Ability to initiate conversations with potential partners and convert these conversations into longer lasting partnerships/relationships
- Good working knowledge of the fundraising landscape
- Experience of fundraising and attracting matched funding
- Excellent communication and interpersonal skills
- Good working knowledge of impact frameworks, theory of change etc.
- Keen interest in understanding the impact of activities and analysis of results to identify learnings and drive ongoing improvement
- An excellent team player with a flexible approach, able to work on your own initiative without close supervision.

Note: This job profile is aimed at describing the core output that should be achieved in this role. It is not intended to include specific tasks, temporary activities or projects. This generic approach in writing overall purpose and accountabilities supports focus on key outputs and flexibility in a changing context. Specific results to deliver each year in your role based on your job profile are listed in your individual objectives. You are required to demonstrate appropriate levels of competence and behaviours against CIPD's values and core competencies. Full details of [our values and competencies](#) are listed on our website.