



Job Title: Partnerships and Communications Executive

Job Summary: As the Partnerships and Communications Executive, you will be responsible for our external communications, helping to build a robust profile and strategic approach to promotional activities that drive positive interest, advocacy and support for the charity

To complete all tasks and work as part of the team in accordance with NH&S organisational values:

- Person-centred
- Empowerment
- Respect
- Inclusiveness
- Integrity
- Working in partnership

Hours of work: 24 hours per week.

Salary: £21,216 per annum (£33,150 FTE)

Leave: 5 weeks per annum plus statutory bank holidays, with an additional 2 days' pro rata for 5 years and 10 years of service.

Responsible to: Chief Executive

Responsible for: Potential Volunteers

Norton Housing and Support

You will be joining Norton Housing and Support at a challenging time for the sector but most importantly an exciting time for our organisation as we begin to deliver our new Business Plan in our 40th Anniversary Year. You will contribute to the growth of our organisations' fundraising strategy by creating new and innovative fundraising opportunities, writing compelling funding proposals and helping to develop new relationships with stakeholders to help secure essential support for the expansion of our supported housing and related services.

As the Partnerships and Communications Executive, you will also be responsible for our external communications, helping to build a robust profile and strategic approach to promotional activities that drive positive interest, advocacy and support for the charity.

You will take the lead in seeking out and establishing new relationships and work alongside the CEO in stewarding and maintaining these developing income-generating opportunities from across a wide range of organisations, businesses and individuals.

Norton Housing and Support is a small, dynamic, passionate team committed to enabling those accessing our service and support to begin 'not just coping but living'. We are a person-centred and trauma-informed organisation and whilst we have been established for 40 years in Leicester, we still maintain a small but effective working environment with a very supportive, open and value-based culture.

You

We are looking for someone with a proven track record of working with diverse stakeholders and who can demonstrate their ability to influence at senior levels. As a great communicator, you will possess engaging and impactful presentation skills and be creative in your approach to communication and engagement opportunities.

As we are a small team you will need to be able to balance strategic thinking with hands-on execution, you will need to be happy to get stuck in, spending as much time focused on delivery as you will be on strategy and ideation. You will be passionate about improving the lives of our residents, appreciate and understand the importance of Mental Health Support and Supported Accommodation and be committed to our organisation's growth, goals and values.

Roles and responsibilities

Partnerships & Income Generation

- Support the development and lead the implementation of a comprehensive fundraising and communications strategy in line with the organisation's new Strategic Business Plan.
- Seek new relationships with potential funders and stakeholders and maintain quality engagement aiming to increase funding and support, to help sustain the charity and its growth plans.
- Seek out small and large opportunities to add additional value to the work of the organisation through philanthropic and CSR engagement.
- Prepare compelling fundraising campaigns and develop supporting materials.
- Support in the creation of funding applications.
- Collaborate with the CEO and colleagues to develop a pipeline of prospective funders and social investors aligned with NH&S mission and goals.
- Support the CEO and other heads of service/lead roles in preparing progress reports and updates for funders and stakeholders.

Communications

- Develop and implement an external stakeholder engagement strategy,

- Lead the organisation's public relations and branding efforts, overseeing and contributing to the day-to-day communications including social media.
- Act as an ambassador for NH&S, speaking at external events and representing the organisation at conferences, events, and sector forums
- Lead on the delivery of NH&S 40th Anniversary Plans and other ongoing opportunities to profile the charity.
- Prepare reports and updates for trustees as required.
- Prepare internal communications to ensure all staff are aware of important information and events

The duties as outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service, or as may be requested by your manager.