

# Job Description



<b>Job title:</b>	Partnerships Development Executive
<b>Department:</b>	Fundraising
<b>Reporting to:</b>	Senior lead on partnership team
<b>Salary:</b>	£41,430 per annum
<b>Hours:</b>	35 per week
<b>Location:</b>	London office - homeworking in line with Crisis' Hybrid Working Policy
<b>Contract type:</b>	Permanent

## Aims and influence

Work collaboratively with the wider corporate partnerships development team to deliver excellent private sector partnerships that end homelessness.

Joint responsibility, with the rest of the team, for ensuring that the Partnerships development income target is achieved

## Other key details

The post requires regular attendance of on and off-site meetings and events, including evenings and weekends. Time off in lieu will be given in accordance with Crisis TOIL policy.



**Together  
we will end  
homelessness**

## Job responsibilities

### Engagement

- Work as part of a team to ensure the Crisis corporate partnerships offer succeeds in engaging our key audiences with the mission of ending homelessness – CSR teams, customers, staff, supply chain, business leaders etc.

### Relationship Management

- Provide support across the portfolio of prospective partners to ensure maximum potential is achieved for Crisis and our new partners.
- Operate flexibly leading on applications and proposals for some smaller scale partnerships and play a supporting role for others as required.
- Manage incoming corporate partnership enquiries and stewarding requests to the correct team/representative.

### Communication

- Confidently communicate the complexity of homelessness to the corporate audience
- Support with the creation and delivery of high quality and engaging presentations to partners and their stakeholder groups online and in person to ensure effective engagement with Crisis and our mission to end homelessness.

## General responsibilities

- Ensure that Crisis' values and supporter-in-the-room ethos are embedded in all decision making.
- Actively encourage and support member involvement within Crisis.
- Develop an understanding of homelessness and Crisis' aims.
- Respect and meet professional standards in Fundraising and Data Protection, as published by the Institute of Fundraising and the Fundraising Regulator.
- Follow Crisis policies and procedures, including health and safety.
- Carry out other reasonable duties that may be required.

## Person Specification

### Essential

1. Experience of corporate partnerships in the third sector
2. Experience of writing proposals and presentations
3. Good stakeholder management skills, with the ability to build effective working relationships across diverse stakeholder groups
4. A good team player, able to work flexibly and collaborate effectively in pursuit of shared purpose
5. Awareness of business trends and corporate audience insights

6. Entrepreneurial, seeks to overcome barriers to success and find solutions
7. Organised, able to work across a range of initiatives simultaneously in a fast-paced environment
8. Excellent written and verbal communication skills
9. Awareness of and commitment to learning the latest developments in digital fundraising
10. Commitment to Crisis' purpose and values including equality and social inclusion

*We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.*

## Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

**The person specification requires a qualification or experience that I do not have. Is it still worth me applying?**

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

**Can I apply by sending my CV?**

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

**What should I do if I can't complete an online application?**

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) It is helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

**Does Crisis use Artificial Intelligence (AI) technology for shortlisting?**

Crisis does not use AI technology for shortlisting applications or throughout our recruitment process.

**Can I use Artificial Intelligence (AI) technology for my application?**

We strongly discourage applicants from using AI technology at any stage of the recruitment process. This is so we can run a fair, transparent process which gives all applicants an equitable chance of success. We want to hear about your own experience and perspectives in your application and if shortlisted, during the interview too.

**How can I maximise my chance of being shortlisted?**

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the assessment form section.

A strong application will also be in line with the **Crisis Values** that you can find on our website.

**Please note!** If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

**How quickly will I know if I have been shortlisted?**

Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

**If I am not shortlisted, can I get feedback on my application?**

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

**Can I get feedback after my interview?**

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

**Will you notify me of future vacancies?**

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

**I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?**

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique above.

## Crisis Jobs Online

**I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?**

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

**I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?**

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl

+ V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

### Where can I get help?

If your query has not been answered above, you can contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) for support.