

Vacancy Information Pack



# Corporate Partnerships Officer

Closing date: 30<sup>th</sup> April 2024



**RBL**  
ROYAL BRITISH LEGION

# Thank You

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Thanks for taking the time to read this information pack, and for your interest in this role.

Our purpose as a charity is to create better futures for those serving in the Armed Forces, veterans and their families. Whether they need financial help, practical advice or emotional support, we're there for the Armed Forces community when times are tough. Our corporate partnerships are at the heart of this mission, enabling us to raise vital funds, solve problems and reach audiences far and wide. We work with some of the UK's biggest brands and companies, united by the desire to recognise and support those who have put their lives on the line to keep us safe.

It is an exciting time to join the Corporate Partnerships team, as we focus our efforts on developing award-winning partnerships that can drive participation in Poppy Appeal, leverage our powerful brand and enhance our welfare work. As a key member of the account management team, your ability to inspire and persuade corporate partners to support our vital work through fundraising, volunteering and raising awareness could have a real impact on people's lives.

If this sounds like the role and team for you, please read on and consider putting in an application. I look forward to reviewing your experience and motivations and maybe meeting you in the coming weeks.

Kind regards,  
Tanushree Srivastava  
Corporate Partnerships Manager



# Job Description

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**Job Title:** Corporate Partnerships Officer

**Reporting To:** Corporate Partnerships Manager

**Role Purpose:**

To manage and develop long-term, mid value, mutually beneficial national corporate partnerships across a range of fundraising streams and support the wider team's successful stewardship of RBL's corporate partnerships.

**Key Responsibilities:**

**Finance**

- Managing and developing mid value corporate partnerships to maximise the funds raised, including setting joint objectives, identifying opportunities for growth, undertaking impact measurement and evaluation, and ensuring adherence to any financial contracts in place.
- Processing the team's financial transactions, including both unsolicited and solicited donations, raising trading invoices and managing the thanking and recording process – this responsibility is shared between all Officers in the team.

**Donor Development**

- Providing support to Corporate Partnerships Managers for higher value corporate partnerships, including written and verbal communication, creation of fundraising assets, coordinating employee engagement activities, volunteering opportunities and wider stewardship.
- Maintaining accurate records on the CARE database of corporate support, including any partnerships managed directly and those managed by their Line manager (where necessary)
- Providing support and stewardship for virtual and physical events attended by our corporate partners.
- Assisting the team with the preparation of generic resources (leaflets, posters, presentations etc.) for use across our partnerships and their stakeholders
- Conducting regular industry research to ensure awareness of commercial developments and trends, develop partnerships further by identifying new opportunities and support the team with continual partnership innovation.
- Coordinating partnership related communications to Legion supporters to increase awareness and engagement of our partnerships.

**Relationship Management**

- Building relationships with key external contacts and providing high quality stewardship that engages and motivates corporate partners, ensuring long-term support.
- Building relationships with key internal stakeholders through regular communication and collaboration with other teams and Directorates, to ensure that corporate fundraising activity

is embedded across the organisation and aligned with the wider plans and objectives of the Legion.

This job description reflects the current scope of duties and responsibilities of the role.

The post holder may be asked, and is expected, to undertake any other duties commensurate to the grade of the post. As duties and responsibilities change and develop, this job description will be reviewed and may be subject to amendment.

### **General**

- To live The Royal British Legion's shared values (Service; Collaboration; Passion; Excellence; Valuing our people) in the way you work and engage with others - the fundamental beliefs and qualities of who we are and what we do.
- To be responsible for your own health and safety and that of your colleagues, enacting Health & Safety at Work Act (1974) and relevant legislation, including reporting any health and safety hazard immediately you become aware of it.
- To uphold the requirements of the General Data Protection Regulations and Data Protection Act 2018.
- To maintain required levels of confidentiality regarding information that you come to possess in the course of your work which is commercially or personally sensitive.
- To be inclusive and equitable in your treatment of any parties you engage with through your duties, upholding RBL's Diversity & Inclusion policy and ensuring that we act as an equal opportunities employer and in accordance with the Equality Act (2010).

## Person Specification

Criteria	Essential / Desirable	How to be measured
<b>Knowledge &amp; Experience</b>		
Proven track record of effective administrative work	E	Application / Interview
Demonstrable experience of working in a customer focused role	E	Application / Interview
Experience of working with database systems	E	Application / Interview
Experience of analysing information and drafting reports	E	Application / Interview
Experience of working in a charitable organisation	D	Application / Interview
Experience of managing events in a charity or private sector setting	D	Application / Interview
<b>Skills &amp; Attributes</b>		
Excellent communication skills – written and verbal	E	Application / Interview
Excellent attention to detail	E	Application / Interview
Effective interpersonal skills – able to engage effectively with a range of audiences	E	Application / Interview
Excellent customer service skills	E	Application / Interview
Strong planning and organisational skills - able to prioritise workload effectively	E	Application / Interview
Strong team player - able to work effectively with diverse client groups	E	Application / Interview
Strong IT skills – competent user of MS Office, including Word, Excel and Powerpoint	E	Application / Interview

During the selection process, we will also use values-based competency assessment to understand your alignment with RBL's values.

### **Service**

We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.

### **Collaboration**

We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.

### **Passion**

We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.

### **Excellence**

We strive to be the best we can. We are effective and efficient. We are bold. We are open to new

ideas and approaches, challenge each constructively and are willing to learn.

**Valuing our People**

We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution.

# Offer Terms

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## Work Pattern

35 hours per week, Monday-Friday, 9am-5pm

## Location

You will be contracted to our London Hub, Haig House. Under our Future Working framework, there will be some flexibility for working remotely/at home, using our collaboration tools to work with colleagues but with a minimum expectation of two days/week connecting directly face-to-face with colleagues at the hub.

## Compensation

£32,910 (Inclusive of London Supplement)

## Employee Benefits

- 28 day's paid holiday per year (plus bank holidays), increasing to 29 days after 2 years and 30 days after 5 years. Plus the ability to buy up to 1 working week of additional leave
- Contributory pension scheme – min 2% employee contribution receives 6% employer contribution up to max of 10% employer contribution matched with 5% employee contribution (until 5 years' service reached, when 14% employer contribution achievable)
- Death-in-service Life Assurance, with a benefit of 3x annual salary
- Employee Assistance Programme
- Season Ticket and Rental Deposit Loan Schemes / Cycle to Work Scheme
- Reward Hub online benefits platform with extensive offers and discounts

# Working for RBL

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RBL employs c 1,900 people across the country campaigning on behalf of the Armed Forces community, delivering support services to them, leading Remembrance on behalf of the nation, raising funds to support our work and developing and running the organisation and our network of membership branches.

We work collaboratively across our workforce and operate flexible hybrid working practices in our major hub offices, using the latest technology to stay connected with colleagues, members, and beneficiaries. We come together around our common [purpose](#), and our values.

RBL is modernising, and we are ambitious to deliver more for the communities we support. We are becoming a more inclusive, flexible, customer-focused, data-driven, and collaborative organisation. But don't just take our word for it. Read our employee stories [here](#), and about our impact [here](#).

It's therefore an exciting time to be part of both changing the lives of our customers and changing the organisation and its future capacity and capability. This presents considerable opportunities for learning within role, and possibilities for career development...And, of course, the satisfaction that comes with knowing that you are making a real difference to the lives of those who serve/have

served our country, to keep us safe and to protect our democratic freedoms and way of life.



## Diversity, Equality and Inclusion

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We are committed to building a truly inclusive organisation of diverse people and perspectives.

We actively engage in a programme of work to develop our practices and we have set out [our commitments](#) to realise this ambition. We will keep listening, learning, and sharing our progress and impact.

We are Disability Confident employer, signed up to Race Equality Matters and Pride In Veteran standards.

We guarantee an interview to any applicant who declares a disability or/and are part of Armed Forces community on application and whose application demonstrates that they meet the Essential criteria of the role, as set out in the Person Specification.

## How to Apply

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Your application should be submitted through our jobs site at [Find A Role | Careers | Royal British Legion](#).

**Closing Date:** 30<sup>th</sup> April 2024

**Interview Dates:** W/C 13<sup>th</sup> May 2024

