

Role Profile

Details	
Job Title:	Corporate Partnerships Manager
Job Grade:	Manager
Reports to:	Head of Fundraising
Based in:	Harrogate
Hours:	Full time, 37 hours
Overall purpose	
<p>This management role at Yorkshire Cancer Research is based in Harrogate, with regular travel to meet senior leaders of businesses across Yorkshire.</p> <p>The Corporate Partnerships Manager identifies and approaches businesses that wish to support a Yorkshire charity and contribute to the advancement of worldwide research to find cures for cancer.</p> <p>The role holder will build strong, ongoing partnerships with businesses and their employees based upon a mutual desire to help each other meet goals and objectives.</p> <p>Reporting to the Head of Fundraising, the role-holder will develop Yorkshire Cancer Research's portfolio of business partnerships and deliver exceptional levels of tailored engagement and stewardship.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> • Build an in-depth knowledge and understanding of businesses motivations and requirements of a charity partner. Translate these insights into compelling and attractive offers for potential charity partners. • Work with colleagues across the charity (e.g. in the marketing and the events teams) to create offers that can be clearly and convincingly presented to businesses (e.g. Corporate Social Responsibility fulfilment, charity of the year, employee talks about cancer, team-building fundraising events, support for cancer awareness months and payroll giving). • Oversee the delivery of events and campaigns, ensuring the needs and expectations of businesses are properly understood by internal stakeholders and can be achieved. • Research Yorkshire businesses to identify those (target organisations) that share the charity's values and ethos, then approach these organisations to develop a pipeline of 	

partners with the potential to form lasting, mutually beneficial relationships.

- Meet with leaders of target organisations to listen to what they require of a charity partner and establish whether Yorkshire Cancer Research can fulfil their needs.
- Develop high quality proposals and plans to support business partners with activities that will appeal to them based upon their needs and specify the support Yorkshire Cancer Research expects so that the partnership will prove mutually beneficial.
- Establish the appropriate level of engagement expected by each organisation to maintain a positive relationship and deliver excellent standards of stewardship.
- Develop Key Performance Indicators that demonstrate the impact and effectiveness of the charity in raising brand awareness, engaging potential supporters and generating income.
- Provide timely performance reports for the charity's leadership team, Directors and Trustees.
- Ensure every contact is recorded on the charity's CRM resource and this is updated to reflect the latest status of each contact and relationship.
- Ensure fundraising events organised by a business partner are promoted appropriately and the partner is aware of their regulatory obligations e.g. health and safety requirements.
- Ensure business partners are aware of, and encouraged to participate in, charity fundraising events and campaigns (e.g. Christmas campaigns, Great North Run etc).
- As the portfolio of corporate supporters grows, recruit and line manage a Corporate Partnerships Officer.
- Set and manage budgets, regularly monitoring progress and reporting variances.
- Undertake other duties as the charity may reasonably require.

Qualifications

- A degree or equivalent qualification in a relevant discipline, *or* proven experience working in a similar role at a similar level.

Experience and knowledge

- Experience of relationship-building, preferably with senior business leaders.
- Experience of having used insight to inform decision-making.
- Experience of planned and delivered activities and events for third parties.
- Experience of working collaboratively and effectively in a matrix-management organisation.
- Experience of listening to customers to understand their pain points and needs and developing manageable and profitable solutions to address their needs.
- Experience of collaborating with teams to develop appealing offers and propositions.
- Experience of effective budget management.
- Experience of working with databases and CRM platforms (e.g. Access or Raiser's Edge).
- Experience of line management, coaching and leading.
- Knowledge of the Code of Fundraising Practice and confident adhering to its requirements.

Skills and Abilities

- Excellent customer service delivery.
- Excellent interpersonal skills with the ability to build strong relationships and ongoing partnerships.
- Happy to work independently and ask for support where it is needed. Also likes to work with, and support, colleagues as part of a team working towards a common goal.
- Excellent verbal and written communication capabilities, with an ability to use active listening skills, and write professionally and appropriately for the audience.
- High levels of computer literacy with comprehensive knowledge of Microsoft Office applications, especially Word, Excel and Outlook.
- Confident working with MS Office and customer/ fundraising databases.
- Strong organisational skills and performs work to an extremely high level of accuracy.
- Able to analyse and present data and information in a way that is helpful and actionable to others.
- Comfortable sharing ideas, insights and learnings with colleagues to help the charity continually learn and improve.

- Adheres to legislation, with particular attention to GDPR.

Other requirements

- Ability to travel across the Yorkshire region
- Proof of your eligibility to work in the UK
- Professional qualification check (to be undertaken once the role is offered and accepted)

DBS Check Level

- This role requires a DBS check at basic level.

Values and Behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' below).
- Safeguarding is the responsibility of all employees who must remain aware and vigilant to potential safeguarding breaches and always report any suspicions or incidents following our internal reporting guidelines which will be shared during induction.
- Yorkshire Cancer Research operates a strict 'no smoking' policy throughout our premises, car parks and vehicles. Staff must not smoke whilst wearing charity branded clothing or whilst on duty. If the post holder chooses to, the charity will help and support them to stop completely or temporarily abstain from smoking during their working hours.

Yorkshire Cancer Research Values & Behaviours

Values

<p>Here for Yorkshire</p>	<p>United by the cause</p>	<p>Think big and bold</p>	<p>Make it happen</p>
<p>The needs of people in Yorkshire come first.</p> <p>They are at the heart of everything we do.</p>	<p>We collaborate with each other and with other organisations; united by the need to <i>Give Yorkshire More Life to Live</i>.</p>	<p>We deliver world-leading research and services.</p> <p>We dare to think differently.</p>	<p>We create and build solutions.</p> <p>We approach our work with positivity, energy and drive.</p>

Behaviours

	Behaviours
<p>Here for Yorkshire</p>	<p>The needs of people in Yorkshire come first</p> <p>Yorkshire Cancer Research exists to prevent diagnose and treat cancer in Yorkshire. The needs and interests of people in Yorkshire are at the forefront of what we do, how we think and how we act.</p> <p>People are the heart of everything we do</p> <p>When we develop new plans, projects and activities, we actively seek patient, supporter and/or customer input to inform our approach and decision-making.</p>
<p>United by the Cause</p>	<p>United by the need to <i>Give Yorkshire More Life to Live</i></p> <p>We are transparent and open in what we do and what we say, uniting to support one another in achieving our shared goals.</p> <p>We collaborate with each other and other organisations</p>

	<p>We work to build relationships based on trust and collaboration. We seek to understand the needs and objectives of others to establish the common ground and agree how we can work together to benefit people in Yorkshire.</p>
<p>Think Big and Bold</p>	<p>We deliver world-leading research and services</p> <p>We evaluate worldwide research and we test and we learn in order to drive the greatest advances and impact in cancer research and services. We promote a culture of continual improvement and innovation.</p> <p>We dare to think differently to Give Yorkshire More Life To Live</p> <p>We are ambitious and not afraid to try something new or difficult when it comes to achieving our goals. Nor are we afraid to make difficult decisions when they are in the best interests of those we exist to serve; the people of Yorkshire.</p>
<p>Making it Happen</p>	<p>We create and build solutions</p> <p>We are focused on understanding the impact of our work and the difference it is making. We ensure we are always pushing forward the achievement of our charity's vision.</p> <p>We approach our work with positivity, energy and drive</p> <p>We see every challenge as an opportunity to provide a solution. When it comes to preventing, diagnosis and treating cancer, we deliver pioneering solutions <i>To Give Yorkshire More Life To Live</i>. We pursue our goals with enthusiasm and commitment; always asking 'Can I, and can we, do more?'.</p>

Job Applicant Privacy Notice

As part of any recruitment process, Yorkshire Cancer Research collects and processes personal data relating to job applicants. The charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the charity collect?

The charity collects a range of information about you. This includes but is not limited to:

- name, address and contact details, including email address and telephone number;
- details of qualifications, skills, experience and employment history;
- information about current level of remuneration, including benefit entitlements;
- whether or not applicants have a disability for which the organisation would need to make reasonable adjustments during the recruitment process;
- information about entitlement to work in the UK; and
- equal opportunities monitoring information, including information about ethnic origin, sexual orientation, health and religion or belief.

The charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The charity will also collect personal data from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The charity will seek information from third parties only once a job offer has been made and will inform the successful applicant that it is doing so.

Data will be stored in a range of different places, including application records, in HR management systems and on other IT systems (including email).

Why does the charity process personal data?

The charity needs to process data and take steps before entering into a contract with a potential employee.

In some cases, the charity needs to process data to ensure it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Where an application is unsuccessful, the charity will keep personal data on file in case there are future employment opportunities for which the individual may be suited. The charity will ask for consent before it keeps data for this purpose, and this consent may be withdrawn at any time.

Who has access to data?

Information is shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the charity's team with the vacancy and IT employees if access to the data is necessary for the performance of their roles.

The charity will not share data with third parties, unless an application for employment is successful and it makes an offer of employment. The charity will then share data with former employers to obtain references, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The charity will not transfer personal data outside the United Kingdom.

How does the charity protect data?

The charity takes the security of data seriously. It has internal policies and controls in place to ensure data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by employees in the proper performance of their duties. The charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

For how long does the charity keep data?

If an application for employment is unsuccessful, the charity will hold the applicant's data on file for six months after the end of the relevant recruitment process. If the applicant agrees to allow the organisation to keep their personal data on file, the charity will hold this data on file for a further six months for consideration for future employment opportunities. At the end of that period or once consent is withdrawn, this data is deleted or destroyed.

If an application for employment is successful, personal data gathered during the recruitment process will be transferred to a personnel file and retained during employment. The periods for which data will be held will be provided in a new employee privacy statement.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the charity to change incorrect or incomplete data;
- require the charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the charity is relying on its legitimate interests as the legal ground for processing; and
- ask the charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the charity's Company Secretary, Joanne Mornin (joanne.mornin@ycr.org.uk)

You can also make a subject access request by contacting the Company Secretary.

If you believe that the charity has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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