

Job title	Partnerships & Impact Officer - Maternity Cover
Purpose	To manage effective external partnerships and produce high-quality impact reporting on non-profit organisations and projects
Reports to	Partnerships Manager
Salary Range	£26,228-£31,026 pa FTE
Job hours/days	P/T, 22.5 hours per week. Maternity cover for 13 months
Location	Hybrid home/office working, with office base in Aylesbury, Buckinghamshire. Occasional travel around Buckinghamshire and outside the county.

Main Duties

- To work collaboratively with the Head of Development and the wider development team to help achieve HoB's development and external partnership goals and objectives.
- Help to maintain excellent client and partner relationships.
- Work with the CEO to increase the type and variety of corporate partnerships with local businesses.
- To research, analyse, assess, and write-up a wide range of impact reports for diverse audiences.

Specific Responsibilities

Partnerships:

- Collaborate closely with the CEO, Head of Development and the wider team to identify, cultivate, and manage external partnerships aligned with the organisation's mission and goals.
- Conduct research to identify potential partners and develop strategies to engage them effectively.
- Assist in the negotiation and development of partnership offers.
- Create and implement plans to maintain excellent external relationships.

Corporate Partnership Growth:

- Work closely with the CEO to devise and execute plans to expand corporate partnerships with local businesses.
- Create a pipeline of opportunities with local businesses to explore and close.
- Develop tailored proposals and presentations to pitch partnership opportunities to potential corporate partners.
- Coordinate with internal stakeholders to ensure seamless integration of corporate partners into the organisation's initiatives and activities.



Impact Reporting:

- Collaborate with programme staff and other relevant team members to collect data and information on project outcomes and impacts.
- Utilise research and data analysis skills to interpret project impact data and identify key insights.
- Write comprehensive and compelling impact reports for donors and fundholders (and others), highlighting the tangible results achieved through their support.
- Ensure the timely delivery of impact reports, adhering to established deadlines and quality standards.
- Lead the evaluation of funding programmes for the non-profit sector, assessing and writing up effectiveness.

Commercial

- To work with the CEO to explore the options available to the charity for commercial trading and revenue generation.

Communication and Record-keeping:

- Serve as a primary point of contact for partners regarding partnership inquiries, updates, and feedback.
- Maintain accurate records of partnership agreements, communications, and activities.
- Develop and maintain a repository of impact report templates, ensuring consistency and quality in reporting.
- Support the development of marketing materials and collateral to showcase partnership successes and impact achievements.

General Operations

- Customer relations: Managing incoming and outgoing routine telephone calls, emails and general enquiries.
- Record keeping and reporting – keeping our multi-purpose database up to date and relevant.
- Office admin – helping to keep our premises resourced and operational.
- Work across other areas of our work to help manage peak periods of demand as required.

Other reasonable administrative duties as required, to ensure that the charity operates smoothly.

Management & Budget responsibility

Reports to: Development Project Manager

Line Management responsibility: none

Budget responsibility: no direct responsibility



Person specification

	Essential	Desirable	To be tested by (A= application, I = Interview, T=Test)
Qualifications			
4 GCSEs at grades 9 to 4 (A* to C), level 2 NVQs or equivalent		X	A,I (Test if the desirable quals are not present)
Knowledge & Experience			
Experience of working collaboratively in a customer/externally facing role.	X		A, I
Experience of using Salesforce (or similar CRM systems)		X	A,I
Knowledge of the charity/voluntary/community sector		X	A,I
Knowledge of the local business community		X	A,I
Understanding of the need for confidentiality and discretion with sensitive information	X		A,I
Experience in research, analysis, or report writing.	X		A,I
Skills			
Excellent organisational and administrative skills: The ability to manage multiple priorities, work well under pressure and meet deadlines	X		A,I
Excellent interpersonal skills, able to work collaboratively with a variety of internal and external stakeholders	X		A,I
Excellent written and verbal communications	X		A,I,T
Personal attributes			
Enthusiastic and responds positively to opportunities	X		I
Self-motivated and self-organising with high levels of initiative	X		I
Confident, approachable and personable	X		I
Attentive to detail and completion of projects	X		A,I
Other			
Access to independent travel	X		A
Ability to work out of hours occasionally (time off in lieu)	X		A,I

