

Corporate Partnership Manager

CANDIDATE INFORMATION PACK



Introduction & welcome

Dear Candidate

Thank you for taking the time to find out more about this exciting new role at the RSPCA - the oldest and best known animal welfare organisation in the world.

Recently, the Society launched our ambitious new strategy, [Together for animal welfare](#), taking us through to our 200th anniversary in 2024 and beyond. It's an exciting milestone and an opportunity full of potential for corporate fundraising. We have also developed a new vision and strategy for our corporate partnerships, focused on creating new 'shared value' partnerships.

You will find a supportive environment, bringing fresh thinking and an agenda to modernise our approach to partnering with companies as well as a willingness to develop innovative, multi-year corporate partnerships throughout all levels of the organisation.

Built on firm foundations of traditional corporate partnerships, we have a committed portfolio of partners and new business prospects. We're looking for a dynamic Corporate Partnership Manager to manage a portfolio of Corporate Partnerships. We're keen that a successful candidate can work collaboratively to deliver a varied portfolio of corporate partnerships making a positive impact on animal welfare.

If you are an experienced corporate partnership manager, passionate about the impact you can create for one of the UK's leading charities, we'd love to hear from you.

Yours sincerely

James Jackson
Head of Corporate Partnerships

Our story

We are the animal rescue, education and advocacy people and we've been at the forefront of animal welfare in England and Wales since 1824. We were founded in Old Slaughter's Coffee House in London, by a group of people who cared passionately about creating a world that was kinder to animals. These inspirational individuals included the Rev. Arthur Broome, anti-slavery campaigner William Wilberforce and Richard Martin MP – all of whom cared deeply about the welfare of people too. They could not have imagined how those humble beginnings would go on to inspire a global animal welfare movement.

Today, our cruelty line received over 1 million calls from members of the public - that's equivalent to one call every 30 seconds. Every year we rescue and care for thousands of animals, from pets to wildlife and everything in between. After the animals in our care have been rehabilitated, they are either released back into the wild - if that's where they came from - or are found new and loving homes. Between the national Society and RSPCA branches, we rehome around 30,000 animals each year and over 13,000 wild animals were admitted to our wildlife centres.

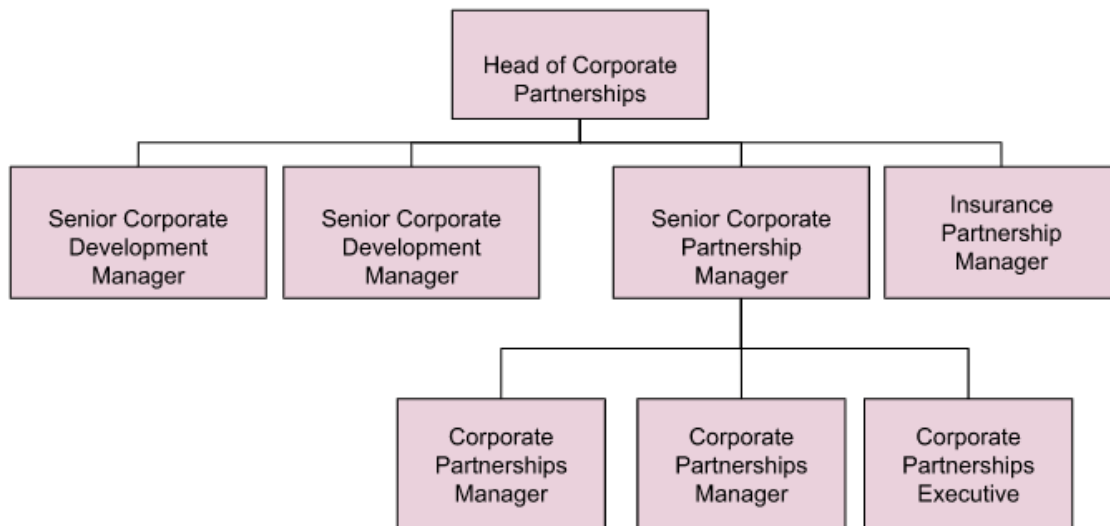
Of course, our Inspectors and Animal Welfare Officers, are our front line workers - and the most recognisable part of the RSPCA. They rescue animals in danger or who are being cruelly treated. But what is less well known is the people-focussed work they do, often providing advice and guidance to pet owners who may be neglecting their animals unintentionally.

In our almost 200 year history, we have also influenced substantial changes to public perceptions about animal welfare, as well as legislation to enforce better standards, including the groundbreaking Animal Welfare Act.



Corporate Partnerships Team, Partnerships & Philanthropy Division

Partnerships & Philanthropy are a really friendly, hard-working group of 20 humans and several dogs. We currently raise around £4m a year, but we can see opportunities to grow significantly in the coming years. Corporate Partnerships raise approximately half that income and significantly more when including cost saving, Gifts in Kind and other non-financial income. We look forward to welcoming the Corporate Partnership Manager to help us continue to build world-class partnerships.



Job Description

Job Title:	Corporate Partnerships Manager
Department/Team:	Partnerships and Philanthropy Division - Corporate Partnerships Team
Location:	Headquarters - Flexible working available (currently remote working)
Line Manager's Title:	Senior Corporate Partnerships Manager

1. Overall Job Purpose

This postholder will manage existing corporate partnerships so that they are mutually beneficial, raise significant funds, create positive change in animal welfare and increase brand reach to the UK public for the RSPCA and our partners

2. Structure

See Establishment Structure Charts

3. Key Tasks/Job Description

1. Account manage newly established and existing corporate partners, ensuring that each partner is appropriately supported and is reaching its full potential as a donor.
2. Work with the Senior Corporate Partnership Manager to set the vision and development plans for each partner, ensuring each has clear objectives, key performance indicators (KPIs) and milestones.
3. Identify potential new opportunities to grow current partnerships, including identifying potentially useful networks within each partner organisation, developing powerful ideas, pitches and tailored proposals.
4. Promote a 'partnership culture' across the RSPCA by building and maintaining strong working relationships with key internal stakeholders, involving them, where relevant, in the planning and delivery of corporate partnerships.
5. Work with the Senior Partnership Development Manager to ensure a smooth and efficient handover of relationships when a corporate prospect confirms they want to be a corporate partner.
6. Ensure each corporate partnership has a contract in place that is fit for purpose.
7. Prepare and administer income/expenditure plans and forecasts for accounts managed, working with the Senior Corporate Partnership Manager to ensure they come in on budget.
8. Regularly update information on corporate partners on the fundraising supporter database, preparing reports as required.
9. Represent the Corporate Partnerships team when the Senior Corporate Partnerships Manager is unable to attend meetings.
10. Supervise any team volunteers as directed by the Head of Corporate Partnerships or Senior Corporate Partnership Manager.
11. Undertake any other duties as directed by the Head of Corporate Partnerships or Senior Corporate Partnership Manager.

While at work all staff are required to:

- Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals.
- Understand and comply with the Society Code of Conduct.
- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Cooperate with Society policies and procedures.

In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Society.

4. Person Specification

This job description is a statement of the job content required as of September 2017. It should not be seen as precluding future changes.

Corporate Partnership Manager

	ESSENTIAL	DESIRABLE
PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS	Degree level education, or equivalent work experience to prove aptitude	CIM diploma or IOF diploma Familiar with Institute of Fundraising codes of practice

<p>EXPERIENCE</p>	<p>Experience of working in a charity - corporate partnership/funding role</p> <p>Experience of working in a corporate partnerships / corporate social responsibility (CSR) / marketing / sales environment</p> <p>Proven track record of achieving financial targets.</p> <p>Excellent account management experience</p> <p>Experience negotiating contracts</p>	<p>A demonstrable understanding of animal welfare related principles</p> <p>Understanding of the charity sector and charity law</p> <p>Understanding of contracts in particular commercial participator agreements</p> <p>Experience of Payroll Giving</p>
<p>SKILLS AND COMPETENCIES</p>	<p>Strong verbal and communication skills</p> <p>Ability to influence, persuade and negotiate using interpersonal skills</p> <p>Proven organisational skills including project management</p> <p>Budget management experience</p> <p>Effective decision making and problem solving skills</p> <p>Competent user of Microsoft Word, Excel and Powerpoint</p> <p>Good attention to detail</p>	<p>Knowledge and experience of using client / supporter databases</p>

<p>PERSONAL QUALITIES</p>	<p>Confident and self-assured with creative flair and innovative approach to work</p> <p>Resilient and tenacious</p> <p>Adaptable to change</p> <p>Enthusiastic and motivated</p> <p>Collaborative working style</p> <p>Problem solver</p> <p>Team player</p>	<p>Committed to the aims and objectives of the RSPCA</p>
<p>SPECIAL CIRCUMSTANCES (if any)</p>	<p>Ability to undertake planned travel including overnight stays and weekend working</p>	<p>UK driving licence</p>

Summary of Employee Benefits

Hours of Work

35 hour core working week.

Annual Leave

The RSPCA offers 25 annual leave days, increasing to 31 days with length of service (prorated for part time workers). The Society normally allows one additional, discretionary day's paid leave during December.

A Dogs at Work Policy

The RSPCA offers an application process to bring your dog into the workplace.

RSPCA Pension Scheme

The RSPCA offers a Defined Contribution (DC) pension scheme. Detailed below is the contribution table:

Employee contributions	Employer contributions
1.5%	9%
3.0%	10%
4.5%	11%
6.0%	12%

Life Assurance

The RSPCA offers two levels of Life Assurance;

- 6 x Pensionable salary - Members of pension scheme
- 2 x Pensionable salary - Non Members of pension scheme

Group Income Protection Scheme

The RSPCA provides a Group Income Protection Scheme (GIP) for employees' who meet the criteria to protect against loss of earnings as a result of ill-health.

Healthcare Scheme (subsidised scheme)

The RSPCA contributes towards the costs of routine healthcare, like dental and optician bills. The core level is available to all employees with an option to upgrade the cover level. Cover is available to employees' dependents at an extra cost.

Western Provident Association (WPA).

This service provides a second opinion medical service with definitive answers for a wide range of health issues. The user-friendly telephone and online service is independent, objective and confidential.

Supported Development

The RSPCA offers support for professional and personal development i.e. exams, qualifications, training and professional membership after a qualifying period.

Flexible working arrangements (dependent on length of service)

The RSPCA has the following policies in place to cover different types of flexible working;

- Flexible Working policy
- Homeworking policy
- Career Break policy

Employee Assistance Programme (EAP)

RSPCA employees have free access to a 24/7 'Employee Assistance' Programme. This service is confidential, free and independent and offers support, information, expert advice and specialist counselling for personal and work issues. It also provides guidance to help staff stay fit and healthy and enjoy physical, mental and emotional wellbeing.