

## **JOB DESCRIPTION: Partnerships Lead (Trusts, Foundations and Statutory)**

**REPORTS TO:** Head of Partnerships

**LOCATION:** Hybrid or home based with agreed visits to London office

### **PURPOSE:**

If you are passionate about making a real difference, we want to hear from you. At Back Up we provide practical and emotional support to people with spinal cord injury and their families. As we come to the last year of our Transforming Lives strategy, we're supporting more people than ever before to get the most out of life. And we're ambitious to help even more. That's why we're looking for a proactive and ambitious fundraiser to enhance and develop strategies for Trusts, Foundations and Statutory. Within this role, you can expect to spend 75% of your time reviewing, refining and delivering on an already successful trusts and foundations programme. The other 25% will see scoping, developing and testing the potential for diversifying income in commissioned services.

### **Why Back Up?**

We have a proven track record in service delivery and a well-established donor base of longstanding relationships. With current pressures on health services, the need for our services is greater than ever and we must explore new ways of working in partnership to ensure we deliver. What sets us apart as a charity is our user-led philosophy, and our fun and inclusive culture. We value diversity and prioritise work-life balance and the wellbeing of our staff and volunteers. We focus on staff development, empowerment, and recognition.

### **Key stakeholders:**

Trustees, administrators, and grant officers from the full range of trusts, foundations and statutory funders (including family/private trusts, corporate foundations, National Lottery, NHS, local government), supporters, major donors, friends, and families of people with spinal cord injury, Back Up staff, volunteers, and trustees.

### **Specific duties:**

#### Operational and Strategic Management

##### Strategy and budgets

- Review and enhance the trusts and foundations strategy, with a continued focus on multi-year income and building long-term, meaningful relationships with funders.
- Scope out and develop opportunities for diversifying income from statutory sources, including commissioned services and develop strategy for sustainable growth.
- Develop team business plans which outline agreed aims, targets, and milestones.
- Manage a multi-year budget, ensuring accurate forecasting and development of trust, foundations and statutory income and expenditure in line with business plans.
- Monitor, measure and evaluate progress, ensuring KPI's are being met and outputs are of a high quality.
- Report regularly to senior management, trustees, and funders.

##### Partnerships Fundraising

- Craft powerful and impactful funding proposals and presentations for specific, tailored asks.
- Research and write applications/bids for 5+ figure opportunities to secure income and improve long term sustainability.
- Plan, create and implement effective stewardship and reporting programmes, engaging and acknowledging key funders and prospects.
- Research, review and assess opportunities, highlighting any risks and issues, to increase statutory income from commissioned services, including the NHS and local government.
- Make recommendations to SMT and the Board where appropriate, for changes relating to service delivery models / impact reporting to support growth in strategic partnership delivery.
- Along with the Finance and Services teams, develop costing model for use in bid creation, ensuring consistency in approach and delivery.
- Maximise opportunities created by our fundraising development board's networks.

#### Monitoring data and impact

- Provide accurate and timely reports to funders, demonstrating the impact of our work.
- Develop and maintain internal systems (between fundraising, finance, and services) to manage the growing range of income effectively and transparently.
- Play a key role in on-going work on measuring impact across the organisation, finding ways to demonstrate how our impact aligns with the needs of funders.
- Maintain accurate database records to ensure effective and timely communication.

#### People Management and Leadership

- Manage, support, and develop the trust fundraising team (Senior Trusts Officer).
- Develop effective systems across fundraising and other functions to improve the quality and timeliness of applications and reports to funders and ensure efficient management of fundraising programme.
- Build strong relationships with the services team to ensure collaborative working on trust applications and reporting.
- Collaborate with finance staff, services staff, and senior management to identify funding opportunities in line with our strategy and to maximise income.
- Work closely with other fundraising managers to ensure a collaborative approach to reaching targets and delivering the fundraising strategy.

## PERSON SPECIFICATION

#### **Candidates must fulfil the following essential criteria:**

- Experience of creating and implementing strategies which have enabled long-term, sustainable growth in income.
- Strong research skills, with the ability to seek out opportunities for partnerships which align with organisational objectives.
- Proven experience of providing excellent stewardship, account and contract management.
- Experience of successfully applying for five and six figure grants and contracts.
- Demonstrable experience of working in a target driven environment – and meeting targets.
- Experience of managing and developing people.
- A high standard of written English, with ability to write compelling applications and bids.
- Excellent interpersonal skills. Able to communicate and build relationships with a wide range of people both internally and externally in person, by phone and email.
- Numerate with demonstrable experience of creating accurate project budgets.
- Analytical and methodical with excellent comprehension skills. Able to process complex information and ensure suitability for different target audiences. Being able to respond to differing funder needs and priorities.
- A strong team player, able to work collaboratively with colleagues at all levels.
- Highly organised. Able to project manage, plan, balance, and cope with competing priorities.
- Highly computer literate and a competent user of charity fundraising databases.

#### **In addition, candidates that demonstrate any of the following desirable criteria will be at an advantage:**

- Personal experience of disability, especially spinal cord injury
- An understanding of good practice in impact reporting and/or Theory of Change
- Presentation / pitch skills
- Experience of working with corporate partners
- Engaging and inspiring volunteers as part of a fundraising function

## TERMS AND CONDITIONS – Partnerships Lead (Trusts, Foundations and Statutory)

### Type of Employment

- 12 month contract

### Pay

- £40,000 - 48,000 per annum dependent on experience (inc. 5% London Allowance).

### Hours of work

- Your normal hours of work will be between 9am and 5pm, a total of 35 hours per week.
- Some flexibility of working hours may be required in accordance with the needs of the charity.
- Flexibility in working hours may be negotiated to enable a better work/life balance or to meet particular needs as required, including consideration of part-time or job share.

### Probation

- There will be a six-month probation period.

### Notice Period:

- After a satisfactory six-month probationary period, three months either side, or to the end of term of contract. During probation, notice will be one week either side.

### Disabled access

- The office is fully wheelchair accessible

### Staff Benefits

- Holiday  
You are entitled to 22 days (prorate) paid holiday per year plus bank and public holidays. This increases by one day per year up to a maximum of 25 days (pro rata). Additionally, the office is closed between the Christmas and the New Year period giving an additional 3 days.
- Pension  
Back Up has a designated stakeholder pension scheme that staff can join. With a staff contribution of 5% salary, Back Up will contribute 3% into this scheme. Back up's contribution will increase by a 1% for every 2 years of service (cap at 6%).
- Generous sickness pay provision
- Access to financial advisor – annual initial exploratory meeting with an independent FSA
- Season ticket loan: an interest free loan for the purchase of a season ticket.
- Ride to work scheme.
- Compassionate leave
- Study and sabbatical leave.
- “My day” – 17.5 (pro rata) hours per year to carry out voluntary work
- Life Assurance – 3 times annual salary