

JOB DESCRIPTION

Job Title:	Assistant Head of Partnerships
Directorate:	Development
Location:	Tower Hill, London
Reporting to:	Fundraising senior leadership (TBC)
Responsible for:	Corporate Partnerships Manager, Corporate Development Executive, Community & Events Manager, Regional Fundraising Manager and six indirect reports

PURPOSE OF THE JOB

As part of the fundraising leadership team at St Mungo's, you will be responsible for leading the Partnerships team through an exciting time of organisational growth. You will inspire and lead a team of 10 ambitious fundraisers with an income target of £1.25m in 2018/19. With experience of leading teams to succeed, you will drive growth and stability in the Partnerships team to support the organisation to end homelessness and rebuild lives.

The Partnerships team is responsible for maximising income raised from Corporate Partnerships, Community Fundraising, Challenge Events and a Regional team based in Bristol. The role directly manages two managers and an executive based in London and a manager based in Bristol. In addition, there are a further six members of the team – two additional Community & Events staff and two additional Corporate Partnerships staff based in London, as well as two Regional team members based in Bristol.

KEY RESPONSIBILITIES

- Develop and oversee a Partnerships strategy that promotes growth and stability in Community Fundraising, Challenge Events and Regional Fundraising and Corporate Partnerships.
- Lead, manage and inspire four direct reports and their teams and meet a target of £1.25m.
- Input into the development of a new fundraising strategy alongside colleagues in Philanthropy, Individual Giving and Data Insights & Donor Relations.
- Develop and lead on senior stakeholder relationships, both internally and with senior volunteers and key supporters.
- Drive forward a culture of best practice and regulatory compliance across the Partnerships team.

TEAM MANAGEMENT

- Lead a team of 10 to meet the Partnerships team's annual income targets in line with the strategy and budget.
- Develop performance targets and quality control measures for the team and monitor work to ensure that these are met.
- Contribute to the development of a new fundraising strategy 2018-21.

- Build and manage a portfolio of senior relationships and networks to support the work of the Fundraising team.
- Manage team development and performance, ensuring that all staff receive regular supervisions and annual appraisals and that clear objectives and personal development plans are in place.
- Foster a positive atmosphere within the team, modelling effective leadership and ensuring staff are aware of opportunities to develop.
- Ensure the Partnerships team understands and adheres to policies and procedures, ensuring we are fully compliant across all requirements.
- Encourage good communication between staff by holding team meetings regularly, and additional briefings as necessary.
- Managing the workload of the team to ensure that adequate cover is provided at all times.
- Ensure the health and safety of team members, including implementing procedures for office safety and use of computer equipment.
- Define (and review from time to time) the roles of staff to ensure these support the function's aims and objectives.

BRAND STEWARDSHIP

- Ensure the Partnerships team supports the positive promotion of St Mungo's brand and values at all times, overseeing marketing material, cases for support and other promotional material as appropriate.
- Ensure the Partnership team adheres to best practice and regulatory requirements in all aspects of their work.
- Ensure that donor communications, event and marketing materials are appropriate for audiences, represent St Mungo's accurately and demonstrate donor-centred care and stewardship.

INTERNAL LIAISON

- Work with the finance team to provide accurate financial information, including reporting of income and expenditure against target.
- Prepare detailed budget and income projection for the fundraising leadership team as required.
- Agree and monitor team KPIs and objectives regularly, reporting progress to the fundraising leadership team as required.
- Contribute to the fundraising leadership team's reports to the Board of Trustees, Fundraising Committee and Executive team as required.
- Prepare briefings, due diligence and supporting information for senior leadership as required.
- Ensure that the Partnerships team keeps senior fundraising leadership, operational colleagues and finance department staff fully informed on restricted income.
- Lead and encourage cross-team and organisational-wide collaboration to promote the donor journey and achieve organisational and shared goals.

GENERAL

- Adhere to St Mungo's Policies and Procedures at all times.
- Cover for other members of the team and directorate as necessary.
- Proactively review and evaluate own performance and identify and act upon areas for improvement and development.
- Undertake, as required, any other duties compatible with the level and nature of the post and/or reasonably required by senior members of staff.
- Attend and participate in departmental and team meetings and other meetings as required.

This job description covers the current range of duties and will be reviewed from time to time. It is St Mungo's aim to reach agreement on changes, but if agreement is not possible, St Mungo's reserves the right to change this job description.

PERSON SPECIFICATION

Assistant Head of Partnerships

Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or covering letter to demonstrate your capabilities, in relation to each point listed under essential requirements in the person specification. Where relevant use your answers to illustrate how your competences have helped you achieve positive results.

ESSENTIAL REQUIREMENTS

Experience

1. Experience in at least two of the following: Community Fundraising, Challenge Events and Corporate Fundraising with demonstrable success
2. Experience of building teams to drive income growth across Fundraising teams and/or functions.
3. Experience of senior financial responsibility, both in setting and achieving ambitious fundraising targets and in setting and controlling budgets.
4. Experience of developing strategies to develop new areas of income generation or to develop existing functions.
5. Experience of organising large-scale successful participation events.

Skills, Knowledge and Abilities

6. Ability to lead, motivate, delegate and negotiate with senior stakeholders in order to achieve the objectives of the team and the wider organisation.
7. A highly credible influencer with excellent communication skills.
8. Ability to manage a busy workload and multiple priorities.
9. Sound understanding of the management of fundraising information, preferably using Raiser's Edge.
10. A knowledge of and passionate interest in the issues facing people who are or have experienced homelessness.

The following are required of all roles with St Mungo's. However, you do not need to address these in your application.

- Genuine interest in and commitment to St Mungo's work and client group.
- An understanding of and commitment to diversity and equality.
- Willingness and ability to work hours outside of normal office hours on occasion (time off in lieu will be granted).
- Willingness to work flexibly in response to changing organisational requirements.

In the selection testing/interview process, we will be assessing candidates against the following competencies:

COMPETENCY	PRIMARY INDICATORS
Improving and Innovating	<input type="checkbox"/> Is client and customer focused. <input type="checkbox"/> Is open to new ideas, improvement and change. <input type="checkbox"/> Handles situations and problems with innovation and creativity. <input type="checkbox"/> Shows commercial and financial awareness.
Interacting and Influencing	<input type="checkbox"/> Takes responsibility and demonstrates values-driven leadership. <input type="checkbox"/> Shows self-awareness. <input type="checkbox"/> Works well with other people. <input type="checkbox"/> Collaborates and networks effectively internally and externally. <input type="checkbox"/> Shows sound communication and influencing skills.
Understanding and Doing	<input type="checkbox"/> Able to find and analyse relevant written and numerical information and use it to make sound judgements. <input type="checkbox"/> Able to think strategically. <input type="checkbox"/> Demonstrates the necessary technical skills and aptitudes at the level that are required for the role. <input type="checkbox"/> Has good writing skills at the level required for the job. <input type="checkbox"/> Plans, organises and manages time well. <input type="checkbox"/> Demonstrates compliance and accountability.
Involving and Including	<input type="checkbox"/> Builds client/stakeholder involvement into all activities. <input type="checkbox"/> Aware of own level of cultural competence and proactively seeks to develop. <input type="checkbox"/> Actively promotes equality, diversity and inclusion among colleagues and clients.
Managing and Empowering (for managers only)	<input type="checkbox"/> Builds a high performing team. <input type="checkbox"/> Provides staff with clear direction and support. <input type="checkbox"/> Motivates, supports, enables and promotes the wellbeing of their team. <input type="checkbox"/> Manages the operational aspects of their function efficiently. <input type="checkbox"/> Implements plans, strategies and services effectively. <input type="checkbox"/> Actively contributes to service growth.