

# Partnerships Coordinator

## Information Pack

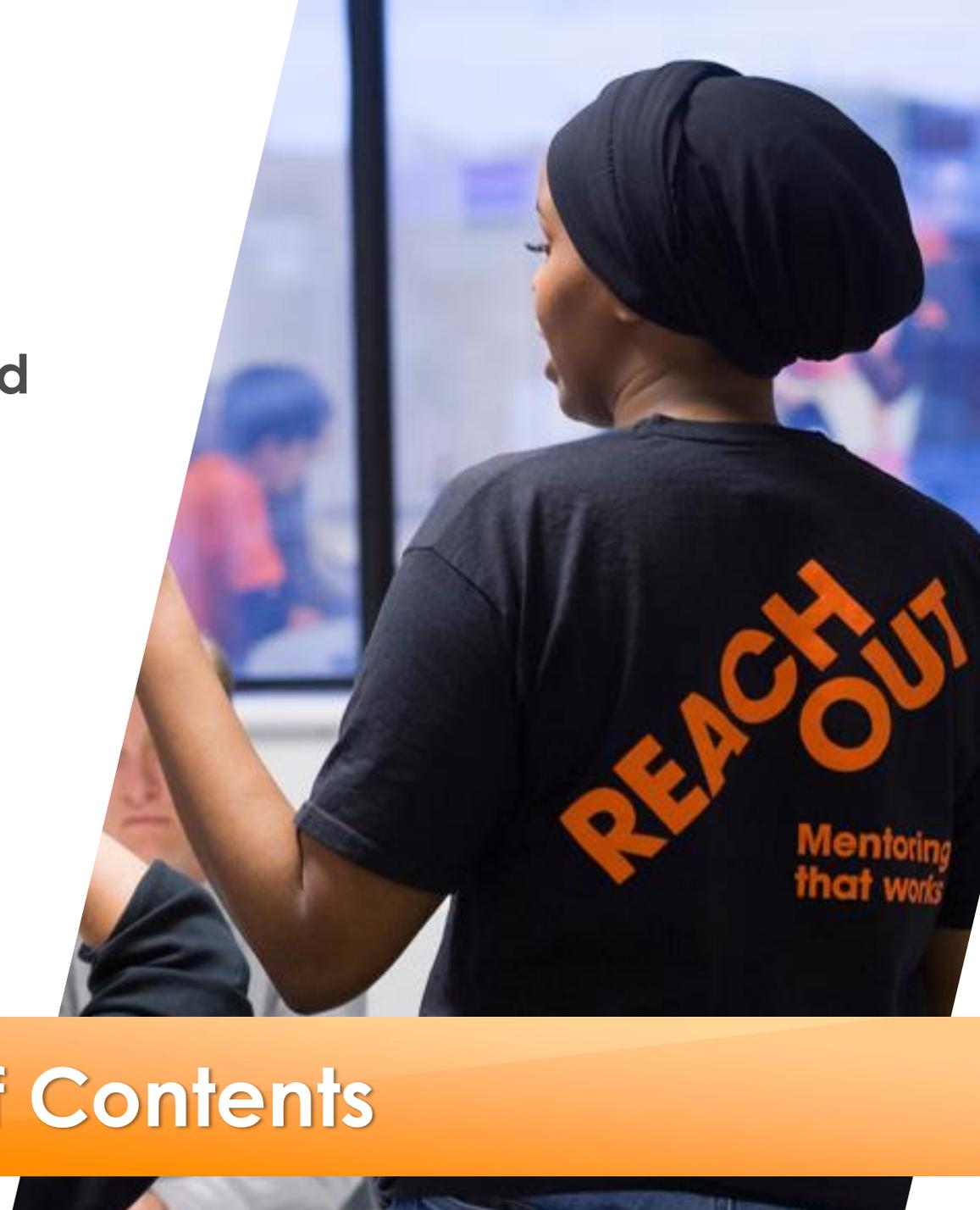
London

REACH OUT  
Mentoring  
that works



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# Who are ReachOut?

ReachOut is a mentoring and education charity supporting young people aged 9-18 from under-resourced areas across the UK to develop their character and confidence, through group activities and one-to-one mentoring from positive volunteer role models.

We improve self-confidence and develop numeracy, literacy and communication skills, whilst reinforcing our core values of Fairness, Self-Control, Good Judgement and Staying Power.

ReachOut is a fun and collaborative place to work with a dynamic and positive culture.

**REACH  
OUT**  
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# Our character focused approach

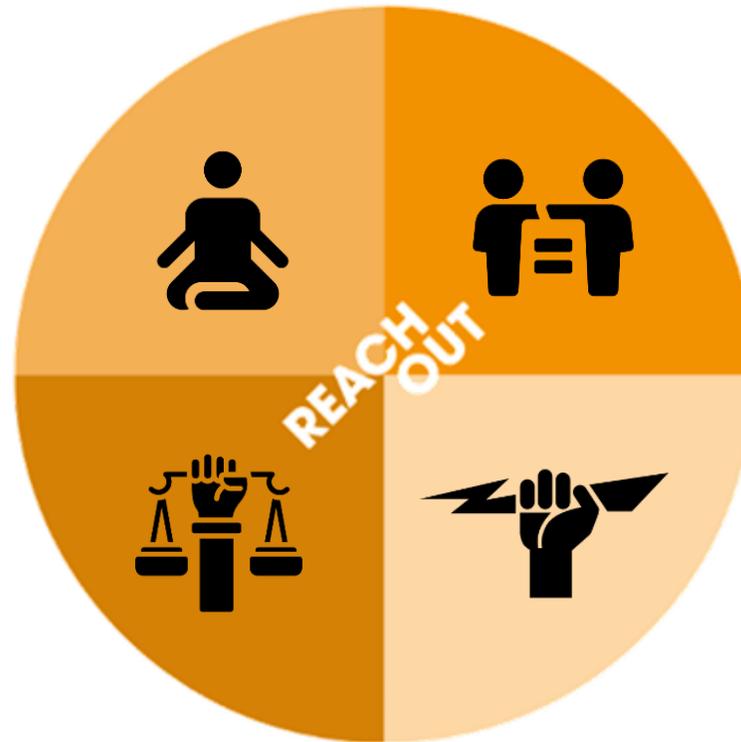
At ReachOut we take a **character focused approach** to mentoring – reinforcing our core values of Fairness, Good Judgement, Self Control and Staying Power.

## Self-Control

The ability to keep emotions in check and choose to act (or not to act) in a certain way despite how we might feel.

## Fairness

To treat others with respect and empathy, honouring rights and responsibilities and being honest.



## Good Judgement

The ability to consider consequences and make decisions that benefit both ourselves AND those affected by our choices.

## Staying Power

Resilience, grit, the ability to stick to something, to honour commitments, to see tasks through to the end.

# Our commitment to Equality, Diversity and Inclusion



**ReachOut is committed to being an inclusive and diverse organisation, and we live by our core Character Strengths of Fairness, Good Judgement, Self-Control and Staying Power.** We therefore welcome applications from people of all ethnicities, ages, religious beliefs, gender identities, sexual orientation and any other protected characteristics, to provide a diverse range of experience, ideas and insights into our work.

**We recognise that having support from staff and volunteers with a similar background and experiences, can further help our young people develop and learn.** More than half of the young people we work with are from Black Caribbean, Black African, Bangladeshi and Turkish backgrounds, yet we tend to get fewer applications from people within these communities.

**ReachOut wants to increase the representation of our young people amongst our staff, so if you are from these ethnic groups, we would particularly appreciate receiving your applications.**

# Partnerships Coordinator Role Overview

We are looking for a highly organised and committed individual who can take responsibility for our programme of Work Experience Visits (WEVs), which give young people exciting, horizon-expanding experiences with our company and other partners.

The Partnerships Coordinator will be part of a supportive Fundraising & Partnerships Team, reporting to the Senior Partnerships Officer but working very closely with colleagues from teams across both our London and Manchester offices.

As well as the coordination and management of our Workplace Experience Visit programme (WEVs), the Partnerships Coordinator will hold responsibility for prospecting and applying to a portfolio of smaller Trust & Foundation funders, as well as supporting the team with a variety of tasks associated with Community and Corporate fundraising.

Finally, they will provide ad hoc support to our Volunteer Team as they recruit, train and retain volunteer mentors across our different programmes.

|                       |   |
|-----------------------|---|
| <b>Job Title:</b>     | Partnerships Coordinator  |
| <b>Reports to:</b>    | Senior Partnerships Officer   |
| <b>Contract:</b>      | Full time, permanent (probationary period of 6 months)                                |
| <b>Working Hours:</b> | 37.5 hours a week – flexible hours around generally 9:00-17:30, with flexible working |
| <b>Location:</b>      | London  |
| <b>Salary:</b>        | £23,500 per annum   |
| <b>Start date:</b>    | As soon as possible   |

# Background information

## Overview

ReachOut runs mentoring projects for young **people in partnership with schools** and our young people are referred for a variety of reasons, for example, if they would **benefit from an additional role model or support with academic confidence, social confidence, behaviour or self-esteem**

The weekly sessions run in the afternoon and evening throughout the academic year and involve one-to-one academic & non-academic activities with volunteer mentors, fun whole group activities and extracurricular activities such as multi-sports, drama and arts and crafts.

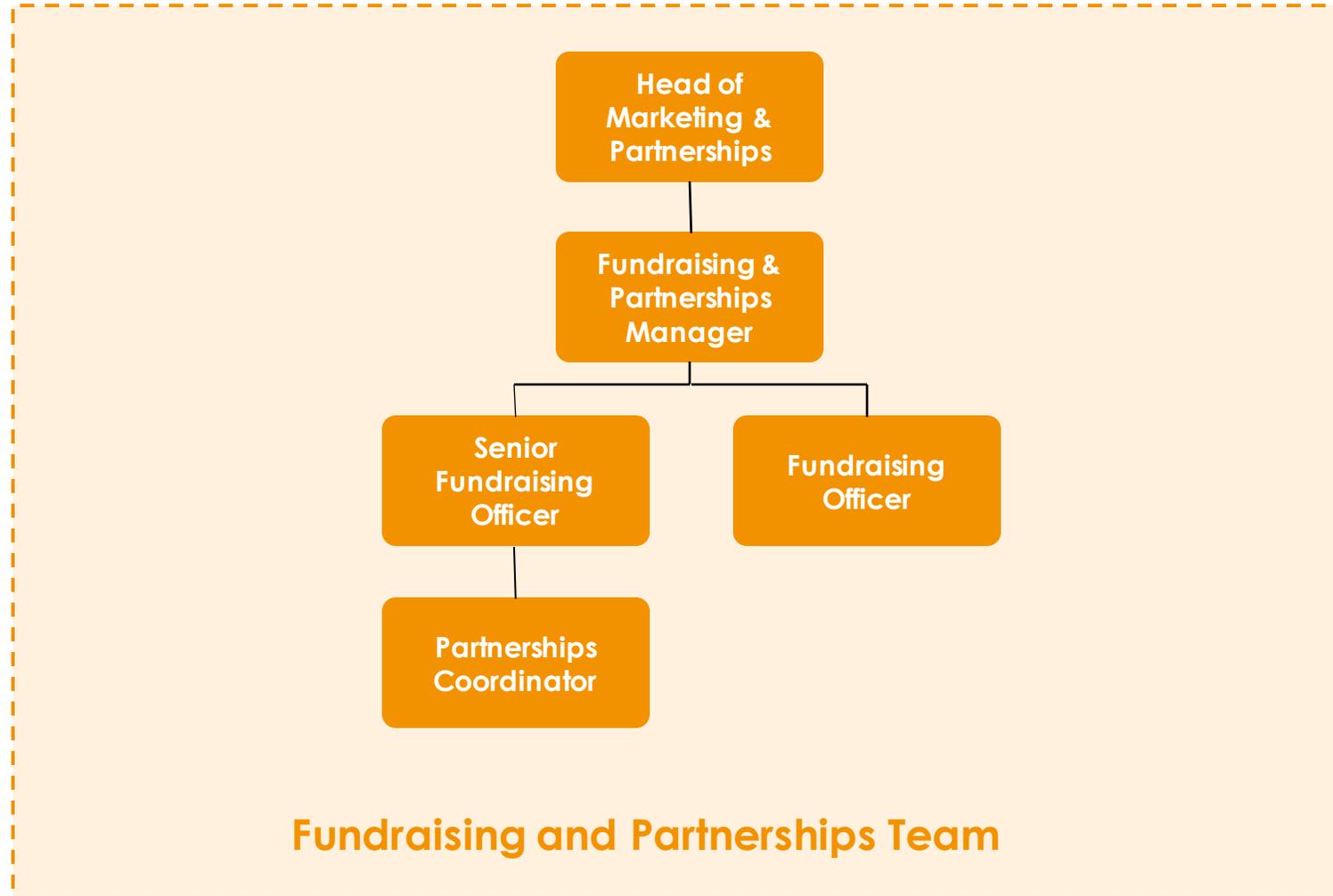
In 2022/23, ReachOut aims to expand our delivery and engage **over 1000 young people** through our in person and online mentoring programmes. Our long-term aim is to double our reach and be working with 2000 young people by 2024! **We are looking for innovative and passionate people that want to contribute to this growth** whilst ensuring maximum impact on each young person.



# Background information

## Fundraising Team Structure

Our Partnerships Coordinator sit within ReachOut's Fundraising and Partnerships Team:



# Job Description

## Workplace Experience Visits (WEVs)

- ✔ Coordinate and manage the successful delivery of our Workplace Experience Visit programme, ensuring that all projects are assigned an appropriate opportunity and that all associated administration tasks are completed.
- ✔ Work in partnership with the Project Team in both London and Manchester, and Fundraising Team to identify corporate WEV opportunities and offer these to partner schools in a timely manner.
- ✔ Provide regular updates to the Fundraising Team and Projects Team on the progress of the WEV programme.
- ✔ With the support of the Fundraising Team account manager, provide effective communication with corporate partners to plan and execute engaging and informative WEV's.
- ✔ Work with the Operations Team to ensure all post-WEV admin tasks, such as feedback forms and Salesforce record updates, are completed in a timely manner

## Trust and Foundation

- ✔ Plan, coordinate and deliver 3-4 small trust and foundation appeals per year, including prospecting, writing and sending applications, to contribute towards our overall T&F income target



# Job Description

## Community and corporate fundraising

- ✔ Support the Fundraising Team in a variety of tasks associated with Community and Corporate fundraising, including attending events, keeping our CRM database up to date and creating fundraising materials for stakeholders if required.

## Supporting the Volunteer and Fundraising team

- ✔ Assist the Volunteer Manager and Officers with the recruitment, enrolling, training and retention of our volunteer mentors and career mentors, particularly those from corporate partners
- ✔ Support the Volunteer and Fundraising Teams with planning and logistics around events
- ✔ Support with the content creation and social media strategy for recruiting and retaining mentors
- ✔ Updating ReachOut's database (Salesforce) with information about partners, funders and mentors as required

## Other

- ✔ Follow ReachOut's policies and procedures
- ✔ Follow ReachOut's documentation processes
- ✔ Carry out any other duties as reasonably required in the role and act in a manner that is in keeping with ReachOut's values



# Person Specification

**In your supporting statement, you should be able to demonstrate the following experience, skills and attitudes and behaviours:**

- Belief in ReachOut's mission and passionate about our character building agenda
- A highly organised person, able to manage a complex workload with competing and shifting priorities to meet deadlines
- Good communication skills, with the ability to relate to different people at all levels
- Excellent writing skills with the ability to produce creative and compelling emails, proposals and reports
- Excellent research skills, and ability to pick out relevant information and eligibility criteria
- Ability to work collaboratively and create a participative and positive work environment
- Ability to use initiative to work alone, take responsibility for and manage own workload
- Knowledge and understanding of social mobility, equality, diversity and inclusion, employability and other issues facing less-advantaged young people
- Proficient IT skills, including use of Microsoft Office programmes
- A positive, proactive, and can-do attitude with an ability to adapt and learn
- Able to work flexible hours when necessary (time off in lieu will be given for very occasional weekend/evening work)
- Willing to travel to various locations in London, the North West and other areas of the UK to attend meetings, projects and events as required.

# Benefits

- ReachOut is committed to supporting the wellbeing and mental health of its employees. This includes, but is not limited to:
  - Managers trained on supporting mental health and wellbeing and trained Mental Health First Aiders
- 29 days annual leave (3 of which are used between Christmas and New Years)
- 3% pension contribution
- Flexible working:
  - Hybrid working (Min. 2 days working in the office required)
  - Hours can be flexed around key activities and attendance at projects, meetings, events etc.
- Employee Assistance Programme
- 2 days (or 17 hours) of volunteering within working hours
- ReachOut is committed to supporting the professional development of its staff. This includes, but is not limited to:
  - Training opportunities and personal training budget
  - Opportunities to gain experience working with other departments
- Monthly Character Legend staff award
- Regular staff socials
- Access to a health plan after one year of service
- One additional week off to celebrate 5 years of service at ReachOut



# How to apply

## Partnerships Coordinator application process

### Stage 1 – Submit your cover letter and CV

To apply, please send your CV and a supporting statement, addressing each point of the person specification, clearly describing how your skills and experience make you suitable for this role and providing evidence for each point.

Please send both documents to Chady Sabeti, [chady.sabeti@reachoutuk.org](mailto:chady.sabeti@reachoutuk.org). In the subject line, quote PC-2022-LDN.

**The applications will close on Wednesday 17<sup>th</sup> August at 10:00 am.**

### Stage 2 – Interviews – First Round

We will hold our first round of interviews in person throughout the day on **Tuesday 23<sup>rd</sup> August.**

The interview will be a mix of tasks as well as behaviour-based interview questions. The interviews will last 1 hour 30 minutes.

### Stage 3 – Interviews – Second round

Successful candidates will then be invited to a second shorter interview. The second round of interviews will be on **Monday 5<sup>th</sup> and Tuesday 6<sup>th</sup> September.**

## IMPORTANT INFORMATION

Please note, if you are a successful candidate, we will ask you if you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and to complete a self-disclosure form.

This will not necessarily prevent you from being employed by ReachOut; a decision will be made based on our risk assessment.

All ReachOut staff are required to undergo an enhanced criminal records check with the Disclosure and Barring Service. ReachOut will cover the cost of the check and guide you through the process.

All staff have a responsibility to safeguard and promote the welfare of children and adults.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.