

Senior Partnerships Officer

Information Pack

London

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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.

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Our character focused approach

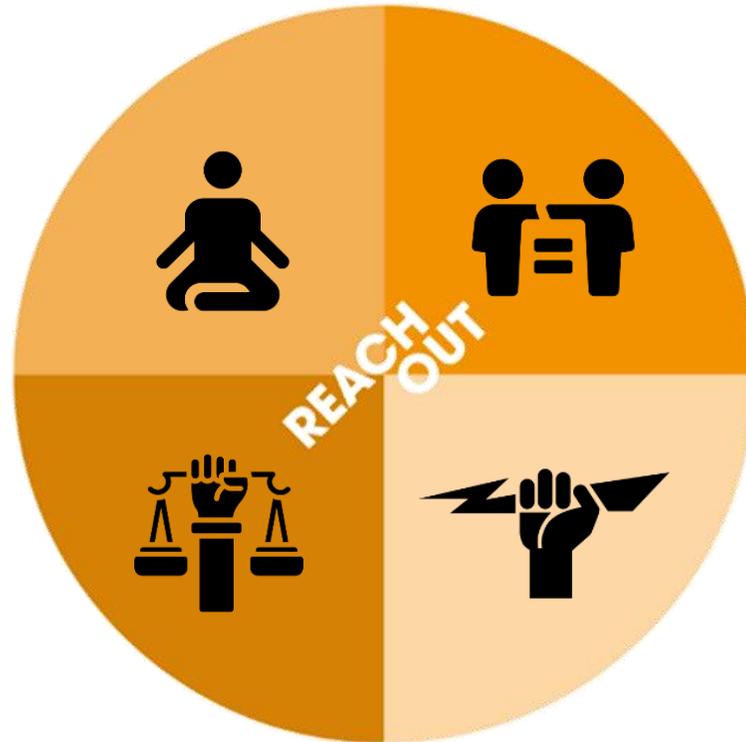
At ReachOut we take a **character focused approach** to mentoring – reinforcing our core values of Fairness, Good Judgement, Self Control and Staying Power.

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.

Senior Partnerships Officer Role Overview

We are looking for an experienced and skilled professional to join our Fundraising and Partnerships Team.

The Senior Partnerships Officer will be responsible for managing and developing a portfolio of existing corporate and trust partnerships as well as establishing new sustainable partnerships contributing to our income.

The post holder will also be responsible for the development and management of our programme of work that connects our corporate partners with university students and ReachOut Alumni by providing employability, apprenticeship and internship opportunities.

The post holder will bring ideas, personality and relationship management expertise to ReachOut's fundraising team, as well as being passionate about providing employability opportunities for young people. They will report to the Fundraising & Partnerships Manager but work very closely with the Volunteer Team and the Senior Management Team.

The Senior Partnerships Officer will have the opportunity to make a huge impact, delivering against ambitious targets. This is a fantastic opportunity for someone with corporate fundraising, account management or partnership experience looking to step up into a role where they have accountability for their own portfolio of partners, line management and the responsibility of developing our employability partnerships programme.

Job Title: Senior Partnerships Officer

Reports to: Fundraising and Partnerships Manager

Contract: Full-time, permanent with a 6-month probation period

Working Hours: 37.5 hours a week – around generally 9:00-17:30, with flexible working.

Location: Hybrid working, at least two days a week in our London office.

Salary: £31,000- £33,000 per annum depending on experience (incl. London weighting)

Start date: 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! **We are looking for innovative and passionate people that want to contribute to this growth** whilst ensuring maximum impact on each young person.

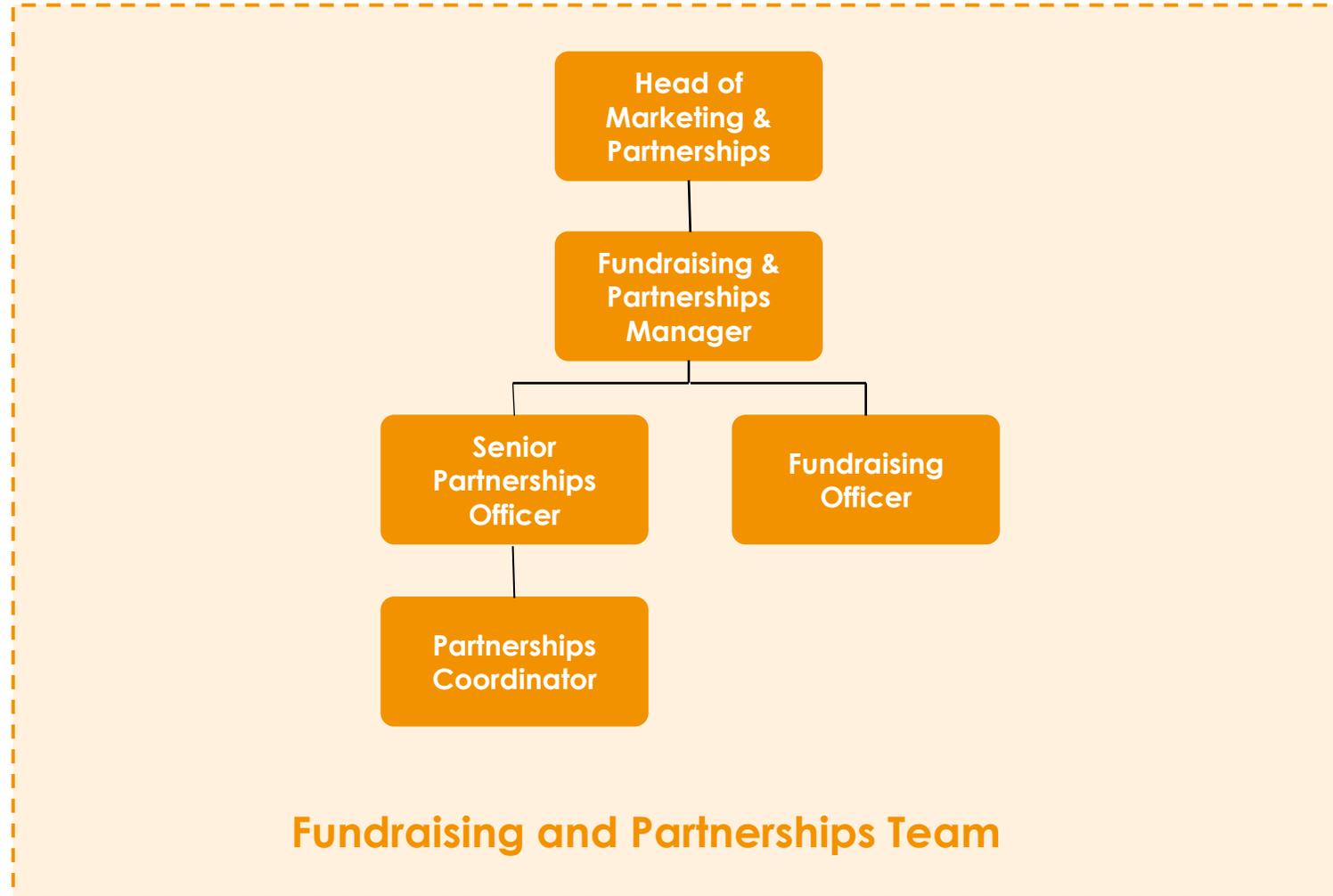


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Background information

Fundraising Team Structure

Our Senior Partnerships Officer sits within ReachOut's Fundraising and Partnerships Team:



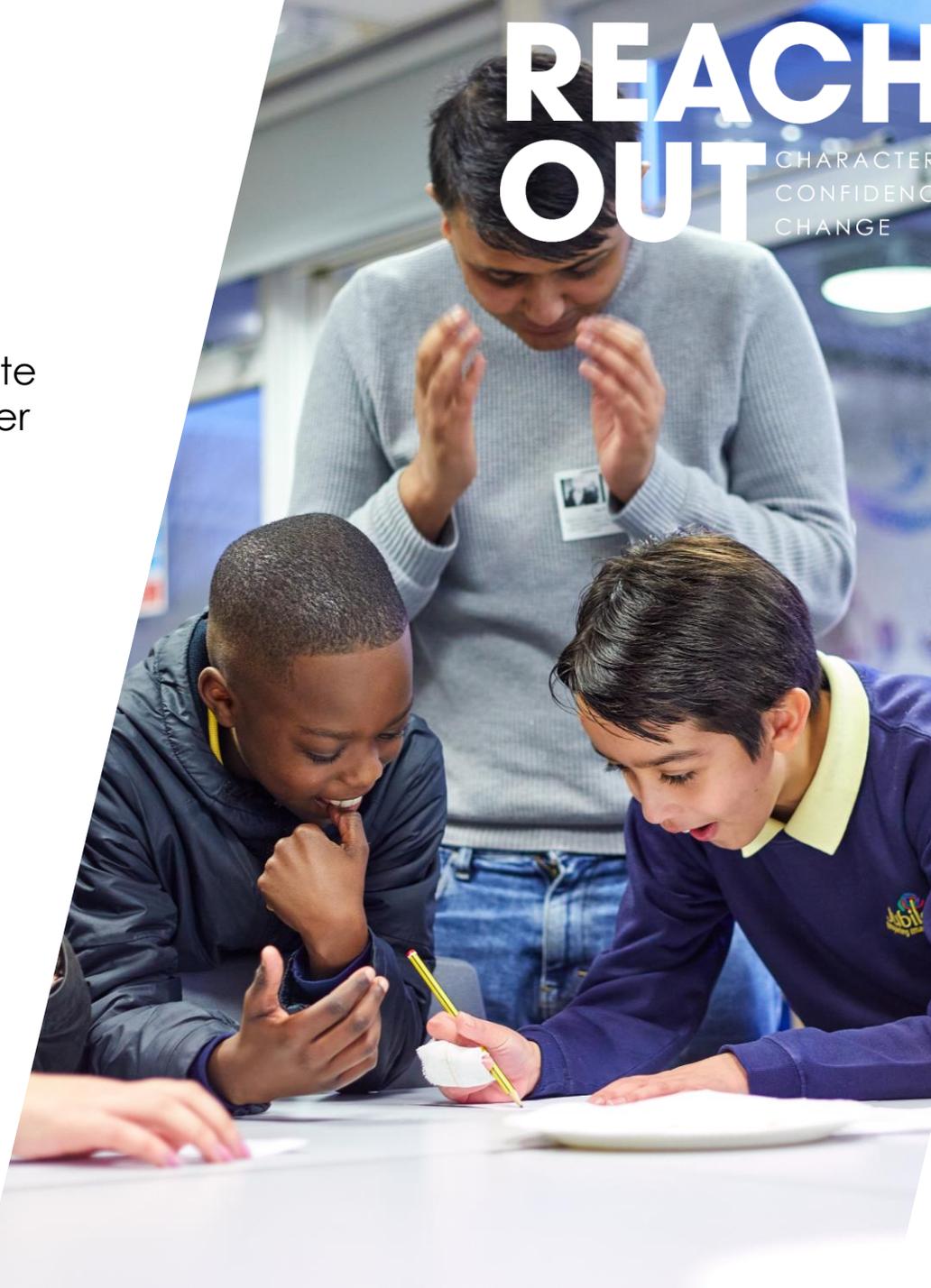
Job Description

- ✔ Manage and develop a portfolio of existing and new corporate and trust partnerships, including writing compelling funding proposals and providing excellent relationship management and stewardship
- ✔ Research, identify and maintain a strong pipeline of new corporate and trust prospects
- ✔ Identify new funding opportunities and develop external networks that will support and grow our funding capabilities
- ✔ Be responsible for all funding and grant reporting requirements, and communications, for your portfolio of partners
- ✔ Work with our Volunteer Team and Programme Development Manager to coordinate all work experience, apprenticeship and internship opportunities provided by our corporate partners for our Alumni and university student mentors
- ✔ Lead on the strategic development of our employability partnerships work, with a focus on increasing income and building a mutually beneficial programme for both the needs of the young people and corporate partners
- ✔ Work with other members of the Fundraising & Partnerships Team to identify new prospective partners and secure their involvement in line with targets



Job Description

- ✔️ Oversee successful delivery of ReachOut's Career Mentoring programme, working closely with colleagues in the Volunteer Team
- ✔️ Support our community fundraising events (e.g., Hackney Half Marathon)
- ✔️ Keep Salesforce, our database of partners and supporters, up to date
- ✔️ Work collaboratively with the Marketing & Communications Manager to develop effective materials and communication plans to attract and promote partnerships through our digital channels
- ✔️ Provide line management to the Partnerships Coordinator and interns/volunteers as may be required
- ✔️ Carry out any other duties as may be reasonably required by ReachOut within the scope of the role
- ✔️ Ensure that ReachOut policies and procedures are followed and adhered to and act in a manner that is in keeping with ReachOut's values at all times



Person Specification

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

Experience

- Corporate fundraising experience, including a proven track record of securing new business and generating income. This could be equivalent experience from outside the charity sector, including sales, account management and commercial partnerships
- Experience in managing mutually beneficial, long-term partnerships, or equivalent (i.e. client management)

Skills:

- Excellent relationship management and communication skills, with the ability to relate to people at all levels
- Excellent writing skills with the ability to produce creative and compelling proposals, reports and email communication
- Strong time management skills with the ability to prioritise and manage own workload
- Proficient IT skills, including the use of Microsoft Office programmes

Knowledge:

- Understanding of good fundraising practices and the legal and ethical considerations surrounding corporate fundraising
- Knowledge and understanding of social mobility, equality, diversity and inclusion, employability and other issues facing less-advantaged young people

Person Specification

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

Attitude/Behaviours:

- Belief in ReachOut's mission and passionate about our character building agenda
- Comfortable networking and communicating our cause to potential new supporters to grow our network
- Interest in widening participation for young people, especially those from under-represented groups
- Determination, resilience and a positive, proactive, can-do attitude with an ability to adapt and learn
- Able to use creativity and initiative to find solutions to problems
- Great team player with strong interpersonal skills and the ability to develop excellent working relationships across teams and locations
- Able to work flexible hours when necessary (time off in lieu will be given for evening and very occasional weekend work) and willing to travel to various locations in London to attend meetings, projects and events

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
- Enhanced maternity, adoption and paternity pay after one year of service
- 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

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How to apply

Senior Partnerships Officer 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 Felicity Lewis, felicity.lewis@reachoutuk.org. In the subject line, quote SPO-2023-LDN.

The applications will close on Monday 20th March at 5:00 pm.

The applications will be reviewed on a rolling basis. This means that the vacancy could be closed early if the right candidate is found before the deadline. It's in your interest to apply as soon as possible.

Stage 2 – Interviews – First Round

We will hold our first round of interviews in person at our London Office.

Stage 3 – Interviews – Second round

Candidates progressing to this stage will then be invited to a second interview on teams.

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.