

Role Profile

Role	Partnerships Officer	Location	Home-based, Northern Ireland
Accountable for	N/A	Accountable to	Partnerships Manager
Core Anchor Level	Deliver	Travel	Extensive travel within NI and UK wide as required
DBS check	No	Salary Grade	Salary circa £32,600 Grade D
Contract type	2 year fixed term contract	Hours	35 hours per week

Overall purpose and impact

The main purpose of this role is to deliver against ambitious new business targets and adds demonstrable value through effective account management. The post-holder will manage a set 'region' where they will proactively canvas regional corporate and community organisation new business whilst successfully account managing partnerships. They will also be involved in national approaches and joint projects where resource needs to be deployed.

Due to the nature of the role, flexibility is required in working patterns, locations and duties, including occasional irregular hours, evenings, overnight stays and weekends, particularly around events.

Responsibilities

Drive new partnership business

Measured through delivery of

Annual objectives
360 feedback and anecdotal feedback
KPIs

Role Profile

<ul style="list-style-type: none"> • Develop a robust pipeline of future support focussing on high value relationships worth over £20k per annum in your region. • Deliver engagement strategies and products to enhance the conversion rate of your pipeline. • Monitor personal impact and strive to grow and improve contribution. 	121 meetings / commentary Budget delivery Annual Plan Training and Development Plan
<p>Responsible for effective account management that delivers measurable impact and increased financial value.</p> <ul style="list-style-type: none"> • Develop and deliver a relationship plan for each partner that provides added financial value, recognition, and strategic interventions to enable the best supporter experience. • Delivery of stewardship to cross team prospects as required. 	Annual objectives 360 feedback and anecdotal feedback KPIs 121 meetings / commentary Budget delivery Annual Plan Training and Development Plan
<p>Responsible for financial and other KPI reporting and performance</p> <ul style="list-style-type: none"> • Deliver an individual income target. • Track and monitor income and pipeline values providing commentary to support the Partnerships Manager with forecasting and budget design. • Make plans to overcome any shortfalls in personal or team targets. 	Annual objectives 360 feedback and anecdotal feedback KPIs 121 meetings / commentary Budget delivery Annual Plan Training and Development Plan
Organisational Responsibilities	
<p>To ensure the efficient and effective implementation of Information Governance.</p>	Annual objectives 360 feedback and anecdotal feedback

Role Profile

	<p>KPIs</p> <p>121 meetings / commentary</p> <p>Budget delivery</p> <p>Annual Plan</p> <p>Training and Development Plan</p>
Have a working knowledge of adult and child safeguarding. Have a willingness to learn and refresh knowledge regularly and apply it.	<p>Annual objectives</p> <p>360 feedback and anecdotal feedback</p> <p>KPIs</p> <p>121 meetings / commentary</p> <p>Budget delivery</p> <p>Annual Plan</p> <p>Training and Development Plan</p>
Relevant and up to date working knowledge of Health and Safety and how to apply it to ensure a safe environment is maintained.	<p>Annual objectives</p> <p>360 feedback and anecdotal feedback</p> <p>KPIs</p> <p>121 meetings / commentary</p> <p>Budget delivery</p> <p>Annual Plan</p> <p>Training and Development Plan</p>

Person Specification

1. Willingness to undertake training and continuing professional development, whilst refreshing knowledge regularly, including relevant fundraising practice, safeguarding, Health and Safety and Information Governance, applying this effectively to maintain safety and compliance.

Role Profile

2. A relevant fundraising qualification e.g. Institute of Fundraising.
3. Experience of delivering income, expenditure and wider performance targets with successful outcomes
4. Experience of project planning and problem solving, budget development, forecasting, risk mitigation and contingency planning.
5. Experience of recruiting, managing, motivating, developing and training staff and/or volunteers.
6. Experience of analysing and interpreting data.
7. Ability to communicate, present and engage effectively with a wide range of audiences via a range of mediums through verbal, written, face to face, digital and public speaking channels.
8. Ability to use industry standard IT systems (e.g. Microsoft Office, Email, Internet, etc.) and fundraising relationship database proficiently.
9. Ability to represent the Stroke Association professionally at all times, demonstrating commitment to corporate values, equality, diversity and inclusion at all times.
10. Ability to work independently and with initiative, demonstrating attention to detail and applying relevant legislation and organisational policies to working practice
11. Ability to influence and persuade others, build and maintain professional relationships and to work as part of a wider team
12. Ability to work under pressure and have developed techniques to meet deadlines.
13. To have an understanding of Stroke.
14. Can demonstrate that can meet the travel requirements of the role which include travelling extensively across the region/country).
15. Good knowledge of the demographics of the region/country with the ability to organise events involving the public, sponsors, businesses and community groups.