Graphical user interface, text, website

Description automatically generated

# PERSON SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Post:** | | **Corporate Partnerships Lead** | |
| **Department:** | | **Fundraising & Communications** | |
|  | **Essential Criteria** | | **Desirable Criteria** |
| **Education/**  **Qualifications** | * A good level of education * GCSE Grade C and above in English and Maths | |  |
| **Experience** | * Proven track record of working within a corporate fundraising environment, relationship management role or client/customer facing role * Experience of managing a variety of relationships/accounts successfully and simultaneously * Excellent verbal, written and listening skills * Excellent numeracy/budgeting skills * Experience in presenting to groups of people * Experience of project planning * Experience of working to agreed targets | | * Experience of fundraising, the methods and it’s position within a business * Experience of account management * Experience of new business generation * Experience working with sponsors and sponsorship agreements * Knowledge of the UK corporate sector, including marketing trends and the current corporate social responsibility agenda |
| **Skills/Ability/**  **Knowledge** | * Ability to understand and translate a company’s aims to create a mutually beneficial partnership * Excellent interpersonal skills with the ability to communicate effectively at all levels of seniority within a business * Developed influencing and negotiation skills * Ability to use MS office applications (Word, Excel and Outlook) and social media platforms * Ability to research, deliver and evaluate initiatives to support corporate engagement * Confident writing reports to demonstrate the impact of our partnerships * Knowledge on the importance of data protection & confidentiality and other legislation affecting the charitable sector | | * Knowledge of donorflex software * Knowledge of Companies House and Charity Commission * Understanding of VAT |
| **Qualities/**  **Attributes** | * To work with integrity, objectivity, accountability, openness, and honesty * Ability to work flexibly on own initiative and contribute positively to the team * Willingness to adapt to ever changing environment and develop new skills * Desire to make a difference in the hospice world and ability to show empathy for those in our care * A desire to support the growth of all areas of the fundraising income through good management of own area and information sharing with others for the benefit of the supporter | |  |
| **Other**  **requirements** | * Full clean UK driving licence and use of own car | | * Personal experience of hospice care or knowledge of the importance of hospice care |