

# PERSON SPECIFICATION

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| **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
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| **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
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| **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
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| **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
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| **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
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