



# Partnerships Manager

Appointment brief  
January 2024

**UWS** **EDUCATE THE FUTURE**  
**CHANGE THE FUTURE**

Hannah Laking, Divisional Director

Harris Hill Ltd

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**HarrisHill**  
charity recruitment specialists



## About us

Education accelerates poverty reduction, female empowerment, and improved infant mortality. Yet, 244 million children worldwide are out of school. This changes now.

UWS works to ensure children have access to quality, inclusive education in remote and marginalised communities by collaborating with local partners, communities and governments.

We deliver schools, we train teachers and we strengthen education systems in Cambodia, Nepal, Madagascar and Myanmar. We want to grow our reach and impact.

Our low-cost, high impact model builds capacity, not dependency. This ensures that education systems continue to flourish beyond our involvement.

Shifting focus from delivering change in the short term, to empowering change for the long term, we go beyond educating the future, to changing it.

Our vision is Zero Education Poverty.





## Role summary

UWS is a specialist NGO currently working in Cambodia, Nepal, Myanmar and Madagascar working to end Education Poverty. The Partnerships Manager will play a key role in driving forward new business opportunities and maximising our current pipeline of Corporate supporters to secure funds to protect and grow UWS' impact and reach.

The post holder will have an entrepreneurial mindset and will use their creativity and initiative to seek out and secure new partnerships alongside developing products, tools and processes to support and strengthen the team's efforts to achieve greater long term income growth.

We believe there is significant opportunity for us to grow this income stream. UWS has extensive networks, our programmes align with the vast majority of the SDG goals, and this coupled with a programme funding model that is low cost, high impact and drives sustainable long term transformational change, makes UWS an attractive charity to many Corporates. This role will play a pivotal role in driving this opportunity forward.

# Job description



**Job title:**  
**Location:**  
**Job Type:**  
**Salary:**

Partnerships Manager  
**Paddington**, London (Hybrid)  
Full time, permanent  
**£33,000 - £35,000**

## Purpose of the role

UWS is a specialist NGO currently working in Cambodia, Nepal, Myanmar and Madagascar working to end Education Poverty. The Partnerships Manager will play a key role in driving forward new business opportunities and maximising our current pipeline of supporters to secure funds to protect and grow UWS' impact and reach. The post holder will use creativity, initiative, and innovation to seek out and secure new partnerships in along with developing products, tools and processes to support and strengthen the team's efforts to achieve greater long term income growth.

## Key tasks & responsibilities

### Pipeline development

- Identify and proactively generate new opportunities for partnerships and donations from Corporates through effective networking and prospecting
- Manage a live pipeline of opportunities - ensuring prospects and qualified and proactively developed
- Effectively manage the cultivation journey of partnership opportunities from identifying qualifying prospects, through to effective pitch development and delivery
- Carry out donor due diligence
- Support the wider global fundraising efforts, leveraging networks and opportunities for greater income generation
- Develop fundraising products and propositions that attract, retain and grow partnerships at multiple value levels
- Deliver against agreed new business KPIs and targets

# Job description

## **Account management**

- Develop creative and engaging account management plans, products and proposals to maximise and uplift existing and new partnership opportunities and build long term support for UWS
- Effectively negotiate and manage partnership contracts and MOUs
- Work with internal teams to identify core funding priorities to develop strong emotive pitches and products and stewardship communications that secure support across multiple years
- Track and deliver stewardship/cultivation plans for key contacts, networks and partners
- Support the wider fundraising team by identifying sharing leads to support Philanthropy & colleagues
- Apply learnings from key corporates, sectors and giving trends to inform best and effective fundraising
- Develop annual budgets and plans and provide accurate monthly forecasting.
- Deliver against agreed income targets & KPIs
- Work within UWS policies and procedures and adhere to legal requirements

## **Be an engaged and active member of the wider UWS Team**

- To work closely with colleagues in the Philanthropy team and Programme Funding Team to assist with corporate foundations and special events where needed.
- Build positive working relationships with colleagues across UWS and proactively share insight, skills and experiences to develop the capacity and capability of UWS
- Represent UWS with senior stakeholders
- Ensure all work is compliant with fundraising policy, industry best practice, and GDPR
- Undertake other tasks as required to support and contribute to the fundraising strategy and those of United World Schools

*Please note, this is not an exhaustive list and other duties may be required in agreement with your line manager*

# Person specification

## Experience/knowledge

### Essential

- Minimum of two years of business development/fundraising experience successfully securing £100k+pa
- Track record of qualifying and developing prospects and building and developing a pipeline of opportunities successfully
- Creating fundraising products and propositions including inspiring pitches and cases for support
- Experience of leading on successful applications and pitches to prospective corporate partners across a range of sectors
- Demonstrated ability to work effectively with colleagues in different

### Desirable

- Development of professional networks and profile to drive credibility and interest in a charity
- Working for an International NGO
- Up to date knowledge of the principles and practice of corporate fundraising, charity legislation (in relation to partnership agreements, Corporate Gift Aid and VAT), major Corporate prospects and of the general corporate fundraising landscape
- Working with senior stakeholders to build relationships with key influencers

## Skills and abilities

- Proficiency in IT packages and CRM systems
- Ability to manage a varied and busy work load
- Ability to build credibility quickly and effectively and use effective influencing negotiation skills to inspire and engage stakeholders and audiences
- Ability to think creatively and navigate successfully past barriers and obstacles in a changing environment
- Excellent oral and written communication skills, with the ability to communicate information in an inspiring, clear and concise manner.

## Other

Working occasional evenings and weekends to meet the needs of partnerships and networking opportunities

Commitment to our vision, mission and values





## More information

As a UWS member of staff, you are one of the organisation's most important assets. We want you to love working for us, and to feel supported in maintaining a healthy work-life balance.

### **Trips to our countries**

Knowing the people we work with and support is critical to ensure you are effective in your role in the UK. You will have the opportunity to travel to the countries we work with to maximise the contribution you are able to make.

### **Holidays**

25 days annual leave plus 8 statutory bank holidays per calendar year.

### **Flexible Working**

In order to support all staff in maintaining a healthy work-life balance, we offer flexible working.

### **Learning and development**

The quality of United World Schools staff is paramount to the organisation's success, and as our activities and ambitions evolve and develop, so too do we need our staff to. United World Schools positively assesses the skills and experience of staff regularly and offers opportunities for learning and development.

# How to apply



**To apply please send the following:**

- An up to date CV
- A Supporting Statement (no more than 1 x A4 pages) highlighting your suitability for the position and why you are interested

**All applications will be treated in the strictest confidence.**

UWS is committed to the safeguarding of children and ensuring we recruit safely is central to this commitment. All applicants will be required to undertake a DBS (Disclosure and Barring Service) check as a condition of employment.

United World Schools is an equal opportunities employer and actively promotes diversity and strongly encourages applications from within Black, Asian and Minority Ethnic communities and under-represented groups.

**Please submit your completed application to [hannah.laking@harrishill.co.uk](mailto:hannah.laking@harrishill.co.uk) by 9am, Monday 16<sup>th</sup> October 2023.**

## **Dates for your diary**

**Closing date for applications:** 9am, Monday 16<sup>th</sup> October 2023

**First stage interviews:** w/c 23<sup>rd</sup> October 2023

**Second stage interviews:** w/c 30<sup>th</sup> October 2023

**The assessment stages will be via video conferencing if a face-to-face meeting is not possible.**

**Please state in your application if you have any commitments during the interview period that may coincide with these dates.**





Thank for you reading our appointment brief. If you wish to have an informal discussion, have any queries on any aspect of the appointment process, or need additional information please contact **Hannah Laking** at **Harris Hill** on **020 7820 7331** or [hannah.laking@harrishill.co.uk](mailto:hannah.laking@harrishill.co.uk).

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