

Corporate Partnerships Officer

My name is Rachel Carr and I am one of the founders of **Into**University and its current CEO.

We're an award-winning charity that runs local learning centres in the heart of communities where the young people we support live. Our aim is to inspire students from the least advantaged neighbourhoods to achieve their full potential. As the UK's leading university access organisation, our staff team is helping thousands of young people each year. From Autumn 2021 we will have thirty-five centres and extension projects across England and Scotland, with ambitious plans to scale-up our provision further.

We are seeking an enthusiastic and talented Corporate Partnerships Officer who will play a key role in developing and maintaining the charity's funding relationships with high-profile businesses. We are embarking on an exciting period in our history, as we aim to extend our network of **Into**University learning centres to 47 neighbourhoods across the UK in the coming years. Our corporate partnerships are vital to ensuring we can both provide thousands of young people with the opportunities and career insights they urgently need as well as funding this important work.

As a Corporate Partnerships Officer you will be part of a highly successful team of nine fundraisers with an impressive track record of raising funds from trusts, foundations, corporates, universities, independent schools and individual donors. The team's success has recently been recognised with an international Gold Award for Excellence from CASE for a campaign run in partnership with the Universities of Edinburgh and Glasgow. Our corporate partnerships team has been recognised of in several other national awards.

We are looking for either an ambitious recent graduate keen to launch a career in the charity sector, or someone with more experience interested in moving into a new role. From day one, you will be given the support you need to become an accomplished professional fundraiser. You will develop a range of skills including: prospect research, prospect pipeline management, bid writing, volunteer and event management, and donor stewardship.

As a charity with social mobility as its core objective, **Into**University is wholly committed to equality of opportunity. We work with children and young people from a diverse range of backgrounds, and we believe that our staff team should be similarly diverse and representative. The more inclusive we are, the better our work will be, and we recognise that we have much more to do in this regard. We are committed to building a culture where students, staff and volunteers are valued for the unique people they are. We therefore encourage applications from candidates from as wide a range as possible of ethnic, cultural and social backgrounds. In particular, we actively and warmly welcome applications from Black, Asian and minority ethnic candidates, male candidates and candidates with a disability as they are currently under-represented within **Into**University.

If you believe that all young people deserve the chance to develop their talents regardless of their background and want to play a part in helping them succeed, then we would be delighted to hear from you.



Dr Rachel Carr,
Chief Executive Officer & Co-Founder



Corporate Partnerships Officer

At a glance

Based in

IntoUniversity Head Office,
London, W11 4EQ

Start date

10th January 2022 or as agreed
with the successful candidate

Contract

Full-time, permanent

Salary

£24,100 (including London contribution
of £1,600) *A higher salary may be considered
for an experienced candidate.*

Please note that the start date is subject to change depending on COVID-19 restrictions.

9:00am – 5:30pm

Some additional weekend &
unsocial hours will be required.

Annual leave

33 days (including bank and public holidays)
+ additional 2 closure days at Christmas
+ additional length of service entitlement

Staff benefits

- Employee Assistance Programme
- Staff in FOCUS – rewards, competitions and prizes across the year
- Interest-free new starter loans of up to £1,000
- Summer working hours
- Cycle to Work Scheme and Travelcard Loan Scheme

Please contact jobs@intouniversity.org if you have any questions.

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Application details

Application deadline

Monday 29th November 2021 (9am)

Selection day (online)

Friday 10th December 2021

Please visit our website at <https://intouniversity.org/content/current-opportunities> to apply via our online portal. You will be asked to:

1. Upload your covering letter: Please tell us why the position appeals to you, and how your skills and experience demonstrate your suitability for the role (not more than 600 words).
2. Upload your current CV, which should include full education and employment history (including dates, with no gaps left unexplained).
3. Answer some short questions reflecting upon how you have demonstrated the **Into**University values of Talent, Quality, Compassion, Aspiration and Teamwork.
4. Provide details of two referees (to be contacted upon successful appointment to the role). One of your referees should be your current or most recent employer.
5. Complete a very short video presentation before the application deadline.
Please click on the link on our online application portal, which will take you to the myInterview platform to complete your video presentation. When you click on the link you will be able to read full guidance on how to complete this task. If you have any specific requirements or need adjustments in order to access the task or to perform to the best of your ability, then please don't hesitate to get in touch with us at jobs@intouniversity.org or call 020 7243 0242 and ask to speak to a member of the HR Team.

If shortlisted you will be invited to attend our selection day on **Friday 10th December 2021**.

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check if selected for this role. The charity's policy on the recruitment of ex-offenders can be found [here](#), and you can find full details of DBS's code of practice [here](#).

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How will COVID-19 affect my application?

We recognise that circumstances may change and bring additional challenges for how we recruit and train new staff. The structure and timeline of the selection process, start date and training programme set out in this job pack are therefore subject to change. We'll keep you updated during the selection process.

What training will I receive?

Alongside your induction training and on-the-job learning, you'll be training with members of our Graduate Scheme cohort in January, so you'll get to know them whilst you learn everything you need to prepare you for your role. We expect training to be a blend of face-to-face training and remote learning, dependent on COVID-19 restrictions.

You will also take part in our Leadership Exploration and Development Programme (LEaD), where you will receive further training on how to set and achieve meaningful goals for personal and professional growth, as well as further examining our values and your role in the wider organisation and having the opportunity to consider and develop your leadership profile.

Accessibility and adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible.



If you require a different format of the application form, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at jobs@intouniversity.org or call 02072430242 and ask to speak to a member of the HR Team.

For further information on accessibility and adjustments during our recruitment process, and our commitments as a Disability Confident Committed Employer, please visit the Accessibility FAQs page on our website at <https://intouniversity.org/content/accessibility>

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What will my main duties be?

- To maintain the ethos and values of the charity and positively promote the work and activities of the charity at all times.
- To play a full and active role in supporting the fundraising team to meet ambitious targets.
- To work with the Corporate Partnerships Manager and the wider fundraising team to manage, maintain and develop income streams, including researching and approaching potential new funders and supporters, and stewarding existing supporters.
- To ensure that corporate partner records on our database (Salesforce) are fully up to date including: key staff and other contacts; contract start, end and renewal dates; along with a schedule of payments.
- To ensure that corporate partners are promptly and fully thanked for their financial and other contributions to the charity.
- To plan the monitoring of grants to ensure compliance with all agreed outputs, milestones and targets.
- With the support of the Corporate Partnerships Manager, provide each corporate partner with high-quality reporting on the activities of the centres/programmes that they fund.
- To work with the Corporate Partnerships Manager and other fundraising and delivery staff to plan, develop and facilitate all volunteering and engagement activities for **Into**University's corporate partners. This includes maintaining and developing an engagement and volunteering plan for corporate partners.
- To create high-quality print and digital copy for use in communications activity about our corporate engagement and volunteering opportunities, and our partnerships.
- When required, organise and attend (with members of the Management Team) meetings and/or centre visits with current and prospect corporate partners, preparing documentation, minuting meetings and supporting with follow-up actions.
- To make full use of the charity's database to ensure the effective management of fundraising information and to support all the computerised processes and systems for managing fundraising data.
- To prepare high-quality presentations and other fundraising materials as needed, as well as budgets, costings and financial data for applications and reports.
- To support with any fundraising events to ensure the charity's supporters are successfully engaged, and represent the charity at external events and act as an ambassador for our work (this may require some evening and weekend work).
- To work with the rest of the head office team to provide executive support to the SMT in relation to the general running of the charity.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

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Who are we looking for?

In order to be eligible for the Fundraising Officer role, applicants must be educated to degree level with a 2.2 or higher.

We are looking for people who can demonstrate our values: Talent, Quality, Compassion, Aspiration and Teamwork.

Talent: At IntoUniversity, we value and recognise the talent of every person

Are you someone who has excellent interpersonal skills? We need a Corporate Partnerships Officer with the ability to communicate passionately about our work, and the capacity to interact with a broad range of people. You will be a confident networker who will enjoy meeting new people and dealing with a wide range of internal and external stakeholders.

Quality: At IntoUniversity, we complete everything to the highest possible standard

Are you someone who is hard working and has the commitment to see things through? We need people who take pride in their work and who thrive working independently as well as part of a team. You'll be meticulous, organised and have excellent writing skills and attention to detail in order to produce high quality bids.

Compassion: At IntoUniversity, we practise pastoral, long-term care

Do you have a genuine passion for the mission and values of our charity? We work to transform the landscape of Higher Education in the UK; we can only achieve this by forging genuine relationships with funding partners, to ensure that the charity maintains the most effective funding partnerships.

Aspiration: At IntoUniversity, we behave aspirationally and positively

Are you someone who has a positive outlook? You will be ambitious to enhance your own professional development and will have a growth mind-set, being keen to develop your skills and being proactive in helping the team to improve and innovate.

Teamwork: At IntoUniversity, we promote teamwork and togetherness

Are you excited at the prospect of working within a supportive team environment? We need team members who will support others to succeed and who will be committed to building an inclusive culture in which everyone is valued for the unique people they are. You will also be someone who is interested in supporting volunteering and engagement opportunities for funders.