

IntoUniversity

Corporate Partnerships Officer
or Manager

May 2022



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive Officer
& Co-Founder

My name is Rachel Carr and I am one of the founders of **IntoUniversity** 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 centres provide an innovative education programme which includes practical learning support and motivational and confidence-building activities for children and young people aged 7-18. Our aim is to inspire students from the least advantaged neighbourhoods to broaden their horizons and 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 2022 we will have thirty-nine centres and extension projects across England and Scotland, with **ambitious plans to scale-up our provision further over the coming years.**

You will be part of a highly successful fundraising team of nine fundraisers with an impressive track record of raising funds from trusts, foundations, corporates, universities, independent schools and individual donors. We have set ourselves the ambitious target of securing £11m+ in the coming year to support the rapid growth of the charity. We know we can achieve this - we are an established and successful team, with one of our recent initiatives being 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 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, IntoUniversity 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 **IntoUniversity**.

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.

Thank you very much for your interest and I look forward to receiving your application.

A handwritten signature in black ink that reads "Rachel Carr".

The role at a glance



The role at a glance

Contract

Full-time, permanent

Start date

As soon as possible, as agreed
with candidate

Working hours

9:00am – 5:30pm
Monday to Friday

Salary

£24,100 (rising to £26,000 on 1st August 2022) for an entry-level
applicant

Up to £30,800 (rising to £33,000 on 1st August 2022) for applicants
with significant relevant experience

Location

IntoUniversity Head Office, 95 Sirdar Road London W11 4EQ

Annual leave

33 days (inc bank & public holidays)
+ additional 2 closure days in December
+ additional length of service entitlement
(one day per year of service, up to 5 days)

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

Key Dates

Application deadline:

9am on 6th June

Selection day:

15th June 2022

Please contact
jobs@intouniversity.org
for more information

Safer recruitment

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](#).



Application and selection process



Application and selection process

The first stage is to complete our online application form **9am on Monday 6th June 2022**

You can find the link to this on our website at:

<https://intouniversity.org/content/current-opportunities>

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. For external candidates only:** 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.

We will invite shortlisted candidates to our selection day on 15th June 2022

All those invited will participate in a panel interview and individual exercises. You can read about the qualities that we're looking for on the following pages of this job description.

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 0207 243 0242 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>



Please contact jobs@intouniversity.org for more information

**Who are we
looking for?**



Who are we looking for?

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. (Depending on experience,

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:

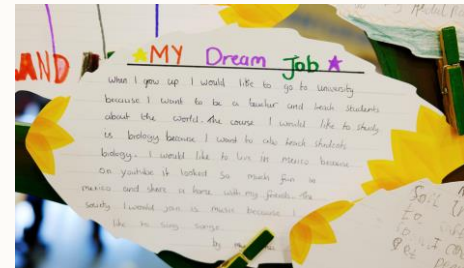
At **IntoUniversity**, we behave aspirationally and positively

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.



Who are we looking for?

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

In addition, depending on experience, we may also ask the role-holder to demonstrate the following:

Talent:

At **IntoUniversity**, we value and recognise the talent of every person.

Are you someone who has excellent interpersonal skills? A line manager in the corporate partnerships team will also always make the space and time to nurture the talents, and support the professional development, of our Senior Corporate Partnerships Officer.

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? To take on a management role in the corporate partnerships team, we are looking for someone who will be able to lead a team effectively.

Compassion:

At **IntoUniversity**, we practise pastoral, long-term care

Do you have a genuine passion for the mission and values of our charity? You will manage members of staff compassionately and constructively.

Aspiration:

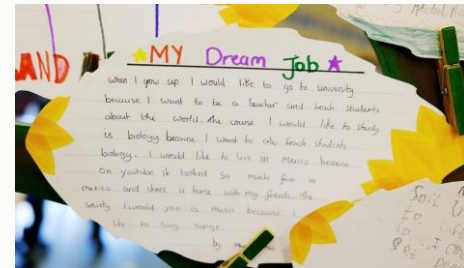
At **IntoUniversity**, we behave aspirationally and positively

Are you someone who has a positive outlook? A line manager in the corporate partnerships team will aim high when working with current and especially potential new funders, focusing on growing our portfolio of £50k+ funders and expanding the sectors that are represented in our portfolio.

Teamwork:

At **IntoUniversity**, we promote teamwork and togetherness

Are you excited at the prospect of working within a supportive team environment? A manager in the **IntoUniversity** fundraising team will work with the full fundraising and broader head office management team to ensure that the entire team works well together.



Key Skills and Experience

You will:

- Be educated to degree level with a 2:2 or higher
- Have either a minimum of two years' experience of fundraising, ideally all in corporate fundraising/partnerships OR a minimum of 2 years full-time paid or voluntary experience working with children and young people, either at **IntoUniversity**, or external organisations, or a combination of both. *Please note that we will not take part-time, seasonal or ad-hoc work into account when calculating the length of full-time experience.*



Please contact jobs@intouniversity.org for more information

The main duties of the role



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 Deputy Head of Fundraising 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 Deputy Head of Fundraising, provide each corporate partner with high-quality reporting on the activities of the centres/programmes that they fund.
- To work with the Deputy Head of Fundraising and other fundraising and delivery staff to plan, develop and facilitate all volunteering and engagement activities for IntoUniversity'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 Senior Management Team in relation to the general running of the charity.
- To champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

What will my main duties be? (continued)

Depending on experience, we may also ask the roleholder to undertake the following:

Team Management

- Line manage the Senior Corporate Partnerships Officer, whose role includes management of a small portfolio of corporate funding partnerships, and overseeing all corporate engagement in **Into**University programmes. You will act as a mentor and advise on best practice, as well as support the development of new ideas and best practice in this space.
- In the corporate partnerships function, deputise for the Deputy Head of Fundraising as and when required.

Corporate partnerships fundraising, management and strategy

- Work with the Deputy Head of Fundraising to manage, maintain and develop corporate income streams, beyond the above duties:
 - Sensitive, compelling and effective stewardship of key corporate partnerships
 - Securing new corporate partners at the strategic, multi-year level is a key responsibility, especially focusing on higher value partnerships eg income of £50,000 per year and above
 - Support the Deputy Head of Fundraising in the continual development of the broad prospecting, stewardship and communications strategies for the team.
- Manage pro-bono projects that are offered in support of the charity, ensuring high-quality support of the charity and an excellent engagement experience for all volunteers.

Get in touch

If you would like to find out more
please visit our website www.intouniversity.org,
call us on **020 7243 0242**
or email jobs@intouniversity.org

IntoUniversity Head Office
95 Sirdar Road, London, W11 4EQ

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