

UK Head of Partnerships Role Description

Location: London (West and North London)

Salary: Up to £40,000 per annum

An exciting opportunity has arisen to join Smart Works Charity as our UK Head of Partnerships.

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and trains unemployed women for success at job interview. We partner with major brands and top tier corporates to harness the power of fashion and beauty to allow women to be the best they can be. These relationships are crucial to our success and ensure we have the clothes, volunteers and funds we need to deliver our premium service in London, Birmingham, Edinburgh, Manchester and Reading. Our work is transformational, high-impact and inspirational.

Reporting directly to the Chief Executive, the UK Head of Partnerships will lead our approach with corporate supporters in London and across the UK, and be responsible for delivering a significant proportion of our fundraising goals.

We are looking for a positive and energetic individual who has a proven track record of fundraising and account management in either the charity or private sector. You must be able to build relationships quickly and effectively, particularly at a senior level, balancing the collaborative, fun and aspirational Smart Works culture with a sense of commerciality.

You should feel comfortable working across multiple locations and with a small but highly capable team. You will need to be a strong team player, able to flex and adapt quickly and support others. You will be proactive, can do and ready to get involved in all aspects of running a small, fast-paced and dynamic organisation.

Our corporate partners are varied and well known, and expect a high degree of professionalism in all their dealings with us. Your ability to represent us as the face of Smart Works will be key.

You will take a leadership role in our organisation, managing the Partnerships team and supporting the CEO in the delivery of the Board's strategy.

We value diversity and welcome applications from people within and outside the charity sector.

Please apply with a covering letter along with a CV to Kate Stephens, Chief Executive Officer, Smart Works, by Wednesday 15th March 2017.

Key responsibilities

Lead the Partnerships team in building relationships with key corporate and retail supporters, growing our revenue from these sources.

- Set our Partnerships strategy with corporate partners and be responsible for delivering fundraising targets agreed with the Board
- Deliver a strategy to continue to grow our individual giving so that it represents a significant part of our fundraising mix
- Be an active and professional ambassador for Smart Works with senior contacts across a range of existing corporate and retail partnership relationships
- Identify areas for growth in our current relationships and gaps in our range of partnerships and actively target these

Coordinate partnership activity across our Smart Works centres around the UK

- Coordinate our approach with corporate partners across the UK
- Identify areas for growth, and embed our plan and approach with the staff and trustee teams outside of London

Act as a senior leader within Smart Works, supporting the Chief Executive

- Play a leadership role, supporting the Chief Executive with the running of the charity and standing in for her when necessary
- Develop a strong relationship with the Chair and Board of Trustees
- Line manage the Partnerships team, setting objectives and managing their performance actively

Time Scales

- The closing date for applications is Wednesday 15 March 2017
- First round interviews will be between Wednesday 22 March and Friday 24 March
- Second round interviews will be held on Tuesday 28 March 2017
- The role will be for start from 1 May 2017, or as soon as is possible

Terms and Conditions

- Salary: up to £40 000 per annum
- 25 days holiday
- This role will require occasional evening hours, some weekend work and travel to our centres around the UK