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|  | **Job Title:** | **Corporate Partnership Executive** | **Dept.:** | **Charity** |  |

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|  |  | **Essential** | **Evidence** |  |
| **A: EDUCATION**  **QUALIFICATIONS AND TRAINING**  Level of education, specific qualifications, specialised training, training requirements for the job) | * A level or equivalent qualifications or relevant experience which demonstrates equivalent academic skills * Qualification or equivalent experience in one of the following areas: fundraising, philanthropy, business development, marketing, or project management. | Application Form  Certificates  Registration  Documents  CPD Portfolio  Interview |
| **B: EXPERIENCE**  (Length, type, and level of work-related experience) | **Essential**   * Experience of building and maintaining successful relationships with customers, clients and/or supporters * Sales or income generation experience * Experience of coordinating tasks, people, and activities * Experience of working in multidisciplinary teams and with a range of stakeholders * Experience of general office administration * Experience of communicating with a wide range of audiences * Experience of working unsupervised with the ability to drive and generate own workload. * Public speaking * Understanding of corporate CSR and ESG polices will be beneficial   **Desirable**   * Experience of working/volunteering in a fundraising environment * Experience of working in business development/new business * Experience of working to and achieving financial targets * Understanding of marcom’s strategies and platforms | Application Form  Interview |
| **C: SKILLS**  **KNOWLEDE**  **ABILITIES**  (Range and level of skills, depth of knowledge required for the job) | * Good communication skills, both verbal and written * Ability to build and maintain supporter relationships. * Ability to motivate and engage others * Ability to manage multiple tasks any one-time, prioritising workload to meet competing deadlines * Good numeracy and literacy skills * Proficient IT skills including MS Office, PowerPoint, and social media platforms * Able to act as an ambassador for the overall work of the charity | Application Form  Interview  References  CPD |
| **D: APTITUDES AND ATTRIBUTES** (Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales) | * Independent, self-motivated, passionate, and creative * High levels of emotional intelligence * Exceptional levels of professionalism, integrity, and resilience * Strong team player who can work in the region via business interaction alongside homeworking. * Good communicator, who places professional conduct at the heart of their working ethos, developing relationships with supporters, volunteers, staff, and beneficiaries. * Ability to remain flexible and adapt to shifting priorities. | Application form  Interview  References |
| **E: OTHER JOB REQUIREMENTS**  (Physical/health requirements, specific requirements e.g., car owner/driver, full, clean, current UK Driving Licence) | * Passion and empathy for the cause * Full driving licence with no endorsements or acceptable endorsements * Car owner * Excellent attendance and time keeping * Team worker * Undertake full DBS/immigration/immunisation’s verification checks in line with MAAC policy and procedures. | Application form  Interview  reference |
|  | **F: PERSONAL QUALITIES AND VALUES** | * **RECEPTIVE –** we define success as **continuous improvement** and aim for **excellence** in our live-saving services and community projects. * **RESPECTFUL** – we are a community-based organisation with a **‘one team’** culture that embraces and encourages **honesty**. * **RESPONSIBLE** – we aim to create the best possible **future for everyone** and thrive to place **sustainability** at the heart of everything we do. * **RELEVANT** – we are **open** to new ideas and ways of working across our clinical and charity operations, providing total **transparency** to all stakeholders. * **RECOGNITION** – we **value our relationships** - with staff, supporters, and the wider communities we serve - **working together** to achieve the best possible patient outcome. | Application form  Interview  reference |  |

**The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification, and barred list checks, which will be required before commencing duties**