



## Job Description

- Job Title:** Corporate Partnerships Officer
- Location:** The Manor House, Broad Street, Great Cambourne, CB23 6DH
- Accountable to:** Corporate Partnerships Manager
- Salary:** £26,908 per annum, pro rata
- Hours:** 37.5 hours per week (Full Time) or 30 hours per week (Part Time)
- Transport:** You will be required to provide your own car for business purposes (with the relevant insurance), but will be reimbursed for business-related mileage (currently 45p per mile cars over 1000cc)

**Employment subject to:**

- Six-month probationary period
- Evidence of right to work in the UK

### Corporate Partnerships Officer

**Main purpose**

The Corporate Partnerships Officer will support the Corporate Partnerships Manager and wider Fundraising Team to secure income and support from current and prospective corporate supporters across our three counties.

<b>Main Objectives</b>
<ul style="list-style-type: none"> <li>• Support the Corporate Partnerships Manager and wider Fundraising Team to maintain, secure and grow income and support from corporate members and local businesses</li> </ul>
<ul style="list-style-type: none"> <li>• Nurture and develop relationships with corporate members and local businesses.</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinate and support corporate member recruitment and retention activities and events, attending in person where appropriate</li> </ul>
<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Administering corporate memberships and donations; sending and following up invoices; thanking members; responding to enquiries via telephone, email and/or post; recording all this on Charity CRM</li> </ul>
<ul style="list-style-type: none"> <li>• Creating engaging stewardship communications: Developing and sending relevant, inspiring content through E-news, social media posts, emails and blogs to build relationships and support.</li> </ul>

<ul style="list-style-type: none"> <li>Promoting and administering our programme of Wild Work Days (corporate volunteering opportunities), walks and talks, and affinity schemes, and looking for opportunities to develop others; responding to enquiries for activities; booking Wild Work Days and issuing relevant paperwork</li> </ul>
<ul style="list-style-type: none"> <li>Data management, including ensuring key financial information is accurately maintained on our databases (Charity CRM and Xledger)</li> </ul>
<b>Communication and promotion</b>
<ul style="list-style-type: none"> <li>Present a positive and welcoming image of the Trust to everyone.</li> </ul>
<b>Health and safety</b>
<ul style="list-style-type: none"> <li>Produce risk assessments and any additional H&amp;S requirements as required.</li> </ul>
<b>Other duties</b>
<ul style="list-style-type: none"> <li>Contribute to general Trust working and any other duties as directed by line managers.</li> </ul>
<ul style="list-style-type: none"> <li>Undertake training as the need arises.</li> </ul>
<ul style="list-style-type: none"> <li>Go about duties in a resource-efficient way and minimise impacts to the environment.</li> </ul>
<ul style="list-style-type: none"> <li>Actively follow Trust policies including Equal Opportunities policies</li> </ul>
<ul style="list-style-type: none"> <li>Maintain an awareness and observation of Fire and Health &amp; Safety Regulations.</li> </ul>

**Notes:**

- As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
- This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or infinite list of tasks and may be varied from time to time after consultation / discussion with the post holder.
- This job description does not form part of the contract of employment.

Member recruitment provides the Trust with our largest source of regular income. Members are essential for us to deliver our vision to protect and preserve our wild spaces so that wildlife can thrive and we all have wild spaces to enjoy. Although we have a great recruitment team...we need you! Everyone working at the Trust can help. You may be the first person from the Wildlife Trust that a potential supporter speaks to. Every member of staff should take pride in the work we do and be our voice, promoting the importance of being a member of our Trust and recruiting new members wherever they can.

## Corporate Partnerships Officer – Person Specification

E= Essential; D=Desirable

<b>Requirements</b>		
<b><i>Experience and Qualifications</i></b>	Substantial and demonstrable customer service experience	E
	Experience of working in an office environment	E
	Experience of working in a busy team	E
	Experience of supporting and planning events	D
	Experience of working for a charity	D
	Experience in digital mailing, e.g. with Mailchimp	D
	Hold a current driving licence and be able to use own vehicle for work purposes on occasion	E
<b><i>Knowledge</i></b>	Keen interest in and commitment to wildlife and environmental issues	D
	An understanding of the charity sector and the role that corporate partnerships play within it	D
<b><i>Skills and Abilities</i></b>	Strong communication skills, with the ability to summarise information clearly and concisely and write inspiring and engaging copy	E
	Excellent administrative and computer skills (experience with Charity CRM and Xledger an advantage but training will be given)	E
	Excellent attention to detail	E
	Excellent interpersonal skills and the ability to relate to a range of people and organisations	E
	Excellent organizational skills with the ability to plan and prioritise tasks and manage own time effectively	E
	Ability to handle confidential data and information appropriately	E
<b><i>Behaviours</i></b>	Demonstrable evidence of openness to change, flexibility and a willingness to learn new ways of doing things	E
	Demonstrable experience of identifying, understanding and giving priority to delivering the needs of the customer and taking responsibility for providing a service that meets customers' needs.	E
	Demonstrable ability to work flexibly within a team environment and to work across functions to deliver successful outcomes, and in contributing to environments that demonstrate equality, foster trust, respect, and challenge.	E
	Willingness to share ideas, experience, and knowledge with colleagues and others.	E

## Terms and Conditions: Summary for candidates

The following terms and conditions are typically offered to The Wildlife Trust BCN staff on fixed-term or permanent contracts and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

- Probationary period:** Six months with a review at three months. During the probation period the contract may be terminated with one week's notice.
- Annual leave:** 25 days annual leave and eight Bank Holidays per annum (pro rata for part time staff and those working less than a year). For those staff whose normal working days fall on the days of the week between 25<sup>th</sup> December and 1<sup>st</sup> January (i.e. the three non-public holiday days) when the Trust offices are closed, three additional days of paid leave are granted. These are non-pro rata and must be taken between 25<sup>th</sup> December and 1<sup>st</sup> January.
- Pension:** Contributory pension. The Trust contributes 8% salary. The employee will be automatically enrolled after 3 months.
- Other information:** Occasional weekend and evening working may be required, for which time off in lieu can be taken.
- Equality and Diversity:** We're wild about inclusion and want our staff to be as diverse as wildlife. As an inclusive employer we recognise that our workforce needs to better reflect the communities in which we live and work. We actively encourage applications from people of all backgrounds, identities and cultures. We believe that a diverse workforce will help us create our vision of 'people close to nature, with land and seas rich in wildlife.'

As a Conservation Charity, the Trust is committed to the ethical and sustainable sourcing of all materials used by our charity, and to ensuring we support any initiatives which improve sustainability for the benefit of us all. We are also fully committed to significantly reducing our carbon emissions. We would like to be sure that all of our colleagues and team members are equally committed in their support of these values, and practice the highest standards both at work and at home.

## About The Wildlife Trust BCN

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

- conserve local wildlife, by caring for land ourselves and with others;
- inspire others to take action for wildlife; and
- inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 46 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently manage over 100 nature reserves, covering almost 3,945 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2023/24 was c £7million and its capital assets more than £28 million, of which over half (£18 million) is classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape.

Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust's annual report and accounts are posted on our website: <http://www.wildlifebcn.org/annualreview>

The work of the Trust for the period 2020 -25 is outlined in “Our Wildlife Trust: The next five years” which can be found at: <https://www.wildlifebcn.org/next-five-years>.

To achieve the targets within this plan, the Trust is managed and directed by an Executive Board.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.

The Chief Executive reports to the Trust's Council of 15 Trustees, who are elected annually from the membership (presently standing at almost 38,000). Council and its two Committees (Conservation, Education & Community; and Resources) meet quarterly. There are 100 staff members, with main offices in Bedford, Great Cambourne, and Northampton, and over 1,000 active volunteers. The Executive Board consists of the Chief Executive and the Directors. Reporting to the Executive Board is a team of senior managers.