



Head of Partnerships and Development

Candidate Pack – September 2019



Head of Partnerships & Development

Application Pack

Thank you for downloading this application pack. In this document you will find:

- Information about Future First and how this role fits in
- Job Description
- Person Specification

How to apply

Please go to our [job board](#) and click on the 'Apply for this job' link. You will be asked to upload a copy of your CV and a covering letter.

Application deadline: 9.00am, Monday 7 October 2019

Interview: Thursday 10 October 2019

Any questions?

We'd be delighted to have an informal conversation about this role if you are considering applying. Please email josh.rose@futurefirst.org.uk or call the office on 020 7239 8933 to make an appointment to speak to Beth Goddard, our Director of Programmes.

Future First are committed to safeguarding the staff, volunteers and young people we work with. Where applicable, a satisfactory enhanced Disclosure & Barring Service (DBS) check will be required for the successful candidate.

Head of Partnerships & Development

Job title	Head of Partnerships and Development
Reports to	Director of Programmes
Responsible for	Project Coordinator, Freelancer staff team
Salary band	£28,656 to £36,086
Benefits	Benefits include 28 days holiday (increasing by one day per year of service), volunteering days, a pension scheme with employer contribution, interest free travel card loan, cycle to work scheme, staff discount scheme, and regular staff socials.
Contract type	Permanent (with six month probation period)
Location	Future First head office, Blackfriars, London

About Future First

Our vision:

A world where a young person's start in life does not limit their future.

Our mission:

To see every state school and college supported by a thriving and engaged alumni community; improving students' motivation, confidence and life chances.

Our values:

Social justice

We do all we can to achieve our mission so that a young person's background does not limit their future options.

Role modelling

We believe everyone can be a good role model and try to lead by example in all we say and do.

Collaboration

We know we have greater impact through building relationships, and by working and learning with others.

Innovation

We are open to fresh ideas and are constantly seeking new ways to make change happen faster.

Future First works across the UK to help build and activate thriving school alumni networks, making sure that all young people have access to relatable role models, trusted mentors and meaningful social capital.

Working in partnership with schools, colleges, funders and a range of employers, our vision is of '*a world where a young person's start in life does not limit their future*', and today our work has never been more important.

Head of Partnerships & Development

About the role

We are looking for a passionate and experienced person to join our senior team, to lead on developing and cultivating productive partnerships and collaborations with employers, trusts, and other third sector organisations.

Future First's portfolio of existing employer partnerships generates a significant proportion of our income, which this role will be responsible for maintaining.

Further to this, the Head of Partnerships & Development will be responsible for seeking to extend our existing portfolio, building meaningful partnerships and initiatives with new employers and professional networks, who can enable the charity to expand its already successful work through financial support, gifts in kind or other means.

In addition, this role is responsible for managing our fundraising pipeline, ensuring sufficient income is being generated to enable the organisation's continued operations by identifying funding opportunities and responding to these by working closely with Future First colleagues on the development of compelling funding applications.

You will need to have exceptional project, performance and people management skills, alongside first-class written and oral communication skills, experience of income generation, and be comfortable presenting to diverse audiences.

This position will play a fundamental role in supporting Future First's strategic development, growth and success. We are therefore seeking someone who will drive excellence in all that we do, thrive in a fast-paced working environment, and be motivated by having a significant impact on the future success of the charity.

Head of Partnerships & Development

Duties & responsibilities

1. Employer partnerships

- Enable Future First to maximise income through stewardship and strategic development of employer partnerships and projects;
- Take responsibility for Future First's existing employer partnership portfolio, ensuring supporters remain engaged and the potential for their support is maximized;
- Work with colleagues to collect and track data on the effectiveness of partnership project and demonstrate their impact through reports and case studies;
- Project manage existing employer partnership programmes, ensuring a quality service is delivered for students, schools and employer partners alike;
- Build strong relationships with stakeholders including employer partners, funders, senior stakeholders and other potential supporters of Future First.

2. Fundraising

- Ensure Future First's pipeline is well-managed, accurately reflecting our required and projected income;
- Co-ordinate and contribute to the writing of funding applications;
- Seek new funders and manage both the cultivation of relationships, and ongoing management of a number of Future First's key supporters;
- Ensure Future First meets the reporting requirements of all its supporters;
- Work closely with other senior managers to ensure fundraising proposals align with the organisation's strategic objectives;
- Ensure funding pipeline data serves as a useful management information tool by embedding its use well within the organisation and ensuring its adoption by staff.

3. Management

- Line management of one staff member in addition to Future First's freelance facilitator team;
- Recruit and train new facilitators to deliver effective and impactful employer funded workshops for young people;
- Take on tasks, from time to time, as requested by the CEO or Director of Programmes.

Person Specification

Essential:

- Excellent oral communication skills, including the ability to pitch to external stakeholders, often very senior within their organisation
- Excellent interpersonal skills to manage a wide variety of internal and external relationships
- Ability to translate for stakeholders the issues and challenges faced by schools and how their support might respond to this
- Astute understanding of stakeholder priorities and able to adapt appropriately to different audiences
- Excellent written skills with the ability to develop detailed proposals and budgets in response to fundraising opportunities
- Experience of effectively engaging employer volunteers to support the delivery of workshops and programmes which have a meaningful impact for young people
- Experience of facilitating high impact workshops for young people
- Ability to manage competing priorities, to work to tight deadlines in a fast-paced environment and still produce quality outputs
- Ability to collaborate across teams and contribute to Future First's wider organizational culture
- Passion for issues surrounding social justice and education

Desirable:

- Good knowledge of the UK state education system and an understanding of issues facing students in the UK
- Experience of working with or within schools
- Experience of fundraising from grant and private sector donors
- Experience of managing staff