

Leukaemia Care
YOUR Blood Cancer Charity

Corporate Partnerships Officer



www.leukaemiacare.org.uk

WHO WE ARE, AND WHAT WE DO

Leukaemia Care is the UK's leading leukaemia charity. For over 50 years, we have been dedicated to ensuring that everyone affected receives the best possible diagnosis, information, advice, treatment and support.

We are here for everyone affected by leukaemia and related blood cancer types – such as myelodysplastic syndromes (MDS) and myeloproliferative neoplasms (MPN).

We provide information, advice and support for anyone affected, this includes patients and their friends and families too. We raise awareness of the issues impacting people affected by leukaemia, MDS and MPN, and campaign to fix them. We are driving early diagnosis, raising public awareness, improving services and ensuring access to effective treatments.

How do we do this? We have a wide-range of services aimed at patients and their loved ones from diagnosis and beyond. Our support services range from nurse-led helplines, support groups and free-of-charge medical information to access to paid counselling, grants for those feeling the financial strain of a diagnosis and providing buddies so people always have somebody to talk to who have experienced something similar to them. [We encourage you to have a read of our website](#) and find out all the ways we support from diagnosis and beyond.

Crucial to our work is raising awareness of leukaemia as a blood cancer and the importance for early diagnosis. Leukaemia can be difficult to spot as the symptoms are similar to many other common conditions. Unfortunately, most people are not aware of the signs of leukaemia and this leads to diagnosis being delayed, which can worsen outcomes for patients.

As well as working to educate the general public through our #SpotLeukaemia campaign, we are working closely with our colleagues working in frontline medical services to ensure they have the most up-to-date information on diagnosing leukaemia. We know that by raising awareness and working to educate healthcare professionals, we can save lives and improve outcomes. Mattia explains the importance of this work [in this video](#) - Spot Leukaemia simply saved his life.

Job title: Corporate Partnerships Officer.

Hours: Full-time (Equivalent to 37.5 hours a week), in line with our flexible working policy.

Remuneration: £20,000 (up to £25,500 per annum depending on experience).

Type of contract: Fixed term – 3 years (with possibility for a permanent role).

Location: Flexible but with at least two days a week to be worked from the charity's offices at One Birch Court, Blackpole East, Worcester, WR3 8SG.

Report to: Fundraising Manager.

Working closely with: Communications and Fundraising Director, Communications Manager, Fundraising Team.

Overview

This is an excellent opportunity if you wish to develop your career in fundraising.

Corporate Partnerships and Fundraising

At the request and under the direction of the Fundraising Manager:

1. Identify, plan, propose and secure new corporate partnerships.
2. Plan and establish a clear purpose for any proposed corporate partnership to raise awareness, develop new revenue streams, access to expert advice, volunteers or buildings and equipment.
3. Write and present compelling proposals for any proposed corporate partnerships clearly setting out expectations from both the charity and corporate.
4. Account manage any corporate partnerships that are secured.
5. Assess the outcome of any corporate partnership secured and delivered.
6. Produce progress reports for presentation to the Board of Trustees in line with the agreed format.
7. Enter information in a timely, accurate and consistent manner into the Raisers Edge database allowing for reliable reports to be pulled.
8. Evaluate all activity using the Raiser's Edge database.
9. Collate case studies, photographs and information from corporate partnerships for promotion by the Comms Team.
10. Work within the Code of Fundraising Conduct as administered by the Fundraising Regulator.
11. Comply with all Fundraising Preference Service suppression requests.

General

In addition to the specific duties and responsibilities outlined in this job description, all Leukaemia Care employees should be aware of their specific responsibilities towards the following:

1. Uphold the values of the charity and to not behave in a manner that is likely to bring the charity into disrepute.
2. Adhere to all health and safety and fire regulations and to co-operate with the charity in maintaining good standards of health and safety.
3. Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

This job description is not exhaustive. It acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

If you have any questions, please contact: jobs@leukaemiacare.org.uk

Person specification

Criteria	Essential	Desirable	How assessed
Skills/ Abilities	<p>Excellent networking and relationship manager skills.</p> <p>Excellent communication and presentation skills.</p> <p>Highly creative and able to turn ideas into action.</p> <p>Outstanding writing skills, with the ability to draft a variety of documents.</p> <p>Ability to analyse data from different sources including databases.</p> <p>Self-motivated with the capacity to work on own initiative and as part of a small team.</p> <p>Excellent organisational and time management skills.</p> <p>Able to carry out office administration tasks as part of role.</p> <p>Highly IT literate (MS Office preferable).</p> <p>Strong telephone skills - negotiation and understanding skills.</p> <p>Experience of analysing data and producing reports based on findings.</p>	<p>Understanding of relationship databases.</p> <p>Understanding of how to devise and implement an effective corporate fundraising plan.</p> <p>Experience communicating about fundraising and donations.</p>	<p>CV and interview</p>
Knowledge and understanding	<p>Knowledge of corporate partnerships and fundraising.</p> <p>Financially literate.</p>	<p>Understanding of the issues and needs of people with a blood cancer.</p>	<p>CV and interview</p>

Qualifications, training and education	Degree (2.1 or 1st preferred), relevant professional qualification and/or demonstrable experience.		CV and interview
Experience	Experience in a fundraising role. Experience of working with both staff and volunteers.		CV and interview
Other requirements	A good team player - able to link in and work well with a range of people within the organisation. Ability to manage own workload. Able to work flexibly to meet the needs of the role with sufficient notice. High levels of motivation, when working alone or with a team. Ability to problem solve. Ability to learn quickly. Confident, enthusiastic and creative.	Comfortable working from both the office and home.	CV and interview

Why it's great to work at Leukaemia Care

As well as the satisfaction of knowing you improve the lives of people with leukaemia, blood cancer and associated conditions, we also offer the following:

1. Pension scheme with NEST - we will match employee contributions up to 7% of qualifying earnings.
2. Life Assurance (also known as death in service benefit) of four times annual salary.
3. Employee Assistance programme.
4. Cycle to work scheme.
5. Enhanced sick pay (as set out in our staff handbook).
6. Bereavement leave of up to three days paid leave should the need unfortunately arise.
7. Five "duvet days" - a proportion of annual leave that can be taken with no advance notice, subject to work commitments, to support mental health.
8. Eye tests and glasses contribution.
9. Flu jab for all employees who are ineligible to receive a free one on the NHS.
10. Annual leave of 33 days including 8 bank holidays, rising by 1 day for each complete year of service up to a maximum of 36 days (for full-time staff, pro-rata for part-time staff).
11. Additional discretionary annual leave between Christmas and New Year.
12. Free onsite parking at our offices in Worcester.
13. Headspace subscription.
14. Induction training and ongoing training to help you deliver your role.
15. Staff social events - in person and online to ensure all employees have an opportunity to get involved.
16. A staff representative that employees can confidentially feedback to about any issues or concerns.

We will also ensure that you are supplied with the right equipment for the job and to work safely - this may include a laptop and mobile phone, as well as equipment to make your working day as comfortable as possible. If the job requires it, we also reimburse pre-approved travel expenses.

How to apply

You can apply online via our Charity Jobs listing or you can email your CV along with a cover letter to jobs@leukaemiacare.org.uk outlining your suitability for the role.