



Title: Partnerships Manager

Reporting To: Head of Corporate Partnerships

Direct Reports: none

Location: Cambridge, CB2 1AB or home-based with occasional travel to London, Cambridge and partner. Currently home-based

Salary: Circa £33,600 per annum

Contract: Fixed-term contract, 21 months

Hours: 35 hours per week; flexible working and part-time working requests will be considered

About SOS Children's Villages UK

SOS Children's Villages is a global charity working to ensure that children everywhere have the right to grow up feeling loved, safe and supported. We work with children and families living through poverty, conflict, man-made and natural disasters to ensure children can have the childhood, and the life, they deserve. And by supporting them to grow into resilient and independent adults who can contribute to their communities, we are helping to bring about positive and lasting change.

SOS Children's Villages UK is part of a global federation of 140 local SOS Children's Villages Associations. Together, we work in 137 countries and territories worldwide to ensure that children grow up in a stable environment where they feel loved, safe and supported. Despite our global reach, we take a local approach. Our programmes are locally planned and run by in-country SOS child-welfare experts. They understand the community because they are a part of it. They are cognizant of local customs, practices and belief systems because they share them, or live amongst them. They can help effectively because they have long-established relationships with local and national government bodies, suppliers and community leaders.

SOS UK's values are at the heart of everything we do, and they are;

- **Collaborative:** We work together to sustainably improve the lives of children and families
- **Authentic:** We are open, honest and transparent in everything we do
- **Learning:** We respect diversity, are open-minded, and listen and learn from others
- **Ambitious:** We want to achieve lasting change for children and families.

For more information, please visit www.soschildrensvillages.org.uk (UK office) and www.sos-childrensvillages.org (international office).

About the Post:

Reporting to the Head of Corporate Partnerships, this role is key to delivering a new high-value and strategic partnership for SOS Children's Villages UK. This two-year strategic



partnership is delivering youth employability programmes in seven countries, with skilled virtual employee volunteering opportunities.

As the Partnerships Manager, you will be responsible for managing and delivering key partnership activities, working closely with the Head of Corporate Partnerships, Head of Programme Funding, SOS Children's Villages International Office and in-country teams. You will ensure we are maximising all aspects of the partnership to make the greatest impact for the children and young people we support all over the world as well as maintaining high standards of donor communications and accountability.

The ideal candidate will have demonstrable experience in managing strategic and high-value corporate partnerships. With high attention to detail, they will be self-motivated and a team player, capable of multi-tasking, prioritising under pressure and high-quality relationship building.

Specific responsibilities include:

- Strategic account management of a seven-figure corporate partnership, developing high-quality relationships with the partnership contact.
- Providing high-quality account management and stewardship including contracting and reporting.
- Recruitment, coordination and management of skilled virtual employee volunteering initiatives across seven countries, working with SOS Children's Villages in-country teams and the International Office.
- In collaboration with the UK Communications team, develop high-quality material that is tailored in line with the partner's interests.
- Work closely with the Finance and in-country Programme teams to ensure accurate reporting and good financial management of project budgets.
- Coordination and liaison with the International Office and participating countries to ensure quarterly and biannual monitoring and evaluation is delivered on time (including financial updates).
- Development and monitoring of internal grant agreements. Coordination of regular project review meetings with participating countries.
- Maximising and leading on additional opportunities that arise from the partnership.
- Assisting in forecasting, weekly and monthly reporting across a range of financial and non-financial KPIs concerning the corporate partner.
- Updating and maintaining the database in line with General Data Protection Regulations.
- Champion the partnership internally and externally, raising awareness and securing engagement within SOS UK and the Federation and looking for opportunities to promote the relationship externally in consultation with the partner

Other:



- Implement the Equal Opportunities Policy into daily activities.
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately when you become aware of it.
- Undertake any other duties as may reasonably be required in this post
- Keep abreast of key fundraising trends and issues and the regulatory environment around fundraising. Ensuring that standards are set, procedures followed, and issues acted upon or communicated to all staff and others as appropriate.
- Ensure the Code of Fundraising Practice is followed, as stipulated by the Fundraising Regulator and best practice is adhered to.
- Ensure the SOS Children's Villages UK and International Child Safeguarding Policies are adhered to.

PERSON SPECIFICATION

Essential:

- Proven experience in cultivating, developing and managing high-value, strategic partnerships.
- Ability to plan strategically and implement those plans.
- Strong financial acumen.
- Exceptional organisational skills with experience in managing multiple tasks, time zones, competing stakeholders and prioritising effectively.
- Ability to recruit, coordinate and manage corporate volunteers.
- Ability to present to and influence stakeholders at all levels and ability to deal with senior stakeholders and partners.
- Excellent communication skills including a high level of attention to detail, both written and oral.
- Ability and willingness to work as a team and to use own initiative.
- Excellent presentation skills; confidence in making personal approaches and representing SOS externally.
- Computer literate and confident in using all MS Office software.
- Knowledge of a Fundraising Database.
- Ability to travel internationally on an occasional basis.
- Willingness to work, if required, on evenings/weekends.

Desirable criteria:

- Experience in working on partnerships in a multi-country international setting, with development programming.

Personal Attributes / Qualities:



- Able to reflect SOS UK's values (detailed above) in how you conduct yourself at work and with others.
- Ambitious, innovative, target driven and self-motivated.
- Trustworthy, patient, flexible and a good relationship builder.
- Enjoy working as part of a team.
- Open to new ways of working, learning new tasks and skills as required.
- Committed to building meaningful, personal relationships with some of our most generous supporters.
- Strongly motivated by success and passionate about seizing opportunities as they present themselves.
- Driven by the desire to give our supporters an excellent experience.

Further information

SOS Children's Villages UK is an equal opportunity employer that is committed to encouraging equality, diversity and inclusion in the workplace, and eliminating unlawful discrimination within all employment practices within our organisation. Discrimination and harassment of any kind based on any protected characteristic is prohibited, and recruitment decisions are based on experience, qualifications, merit, and business needs at the time.

Upon conditional offers of employment, professional references and a self-declaration & disclosure form are required as part of the safer recruitment procedure in our Safeguarding Policy. A Disclosure and Barring Service (DBS) check will also be required.

To apply:

Please email a copy of your CV and covering letter of no more than 2 A4 pages with the titles "your name cover letter" and "your name CV" to Holly Christie, Head of Corporate Partnerships, at careers@sosuk.org

The deadline for applications is 9am Monday 24 January 2022.

Interviews will be conducted virtually via Microsoft Teams in the week commencing 31 January 2022. With potential second-round interviews in the week commencing 7 February 2022.

Benefits of working at SOS Children's Villages UK

- 25 days annual leave entitlement, plus 8 paid bank holidays and non-bank holiday working days during the office closure between Christmas and New Year are treated as additional paid time off.
- Employee Assistance Programme.
- Cycle to Work Scheme.
- Life Assurance Cover.
- Pension Scheme Membership.



- Contractual sick pay.
- Flexible working.
- Statutory maternity & paternity pay.
- Charity/Volunteer Days a maximum of 2 days per annum.
- Travel loan.
- Sabbatical leave.
- Training & Development policy.

Additional resources

- SOS Children's Villages UK organogram (see below)
- [SOS Children's Villages UK latest Annual Report](#)
- [Why work for SOS UK](#)

