

# Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

<b>Job title</b>	Partnerships Manager (Trusts, Foundations & Lottery)	<b>Location</b>	London office, Chesterfield office, Homeworking
<b>Contract type</b>	Full time, 35 hours per week	<b>Contract length</b>	Permanent
<b>Date</b>	January 2022		

## Context

We are Versus Arthritis. Alongside volunteers, healthcare professionals, decision makers and researchers, we do everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support people with arthritis whenever they need it. We're making real progress. But there's still a long way to go and we won't stop until no-one has to tolerate the pain, fatigue and isolation of arthritis.

We're the team that inspires people to give their money, their time and their voice to make a difference to people with arthritis. We do this by:

- Promoting what the charity offers and the impact this makes.
- Getting people to buy into the impact and benefits of what the charity delivers.
- Asking people to make their own contribution.
- Valuing and stewarding all those who contribute so that their commitment and engagement with our charity feels great and deepens.

Everyone in Income & Engagement has a role to:

- Inform, drive and support continuous improvement in our external engagement.
- Put learning, wellbeing, flexibility, contribution, collaboration and inclusion at the heart of our culture.
- Advocate for our brand.
- Understand our organisational vision and strategy, and their role in delivering it (i.e. through leadership, management, audience insight, engaging propositions, valuable relationships, technical skills, aligning our brand and culture).

## Main purpose of the role

**VERSUS**  
**ARTHRITIS**

The Strategic Partnerships team is responsible for growing our strategic partnership portfolio at Versus Arthritis and the contribution our high value partners make to improve the lives of people with arthritis, while supporting our aim to become financially sustainable.

The team will bring to life our Deliver, Demand and Discover strategies through an inspiring case for support and an engaging range of propositions and offers for a range of different high value markets.

The main aim of the role is to generate income from trust, foundation and lottery sources. You will manage a varied pipeline of donors and be responsible for researching, writing and presenting funding applications and proposals. You will also collaborate with colleagues across internal teams to maximise funding opportunities and ensure effective reporting of funding received, as we strive to transform our income across the organisation.

## Management and key relationships

### Roles managed

None

### Reports to

Senior Relationships Manager (Trusts, Lottery & Philanthropy)

### Key Relationships

- Income and Engagement teams
- Managers across the Charity
- Data, Assurance, Finance, HR and Performance
- External suppliers
- Versus Arthritis supporter community
- Relevant external networks

## Main Responsibilities and Duties

- 1 To work with the Senior Relationships Manager for Trusts, Lottery and Philanthropy to maximise income from trusts, foundations and National Lottery for Versus Arthritis and achieve yearly income targets, implementing our new Strategic Partnerships Fundraising strategy.
- 2 Assist the Senior Relationships Manager for Trusts, Lottery and Philanthropy to develop the annual trusts and lottery plan, manage income and expenditure, keep track of financial and non-financial KPIs to achieve objectives and ensure we have a global perspective on all funding opportunities. These include interdependencies with other income streams, such as major donor giving, mass market, corporate partnerships, statutory and commissioning.

3	To develop and manage existing relationships with trusts, foundations and lottery funders in your portfolio to ensure high quality stewardship and reports with the aim to secure ongoing gifts.
4	Develop a pipeline and approaches to trusts, foundations and lottery funders, which have the capacity to support with larger, multi-year gifts, such as five and six figures per year.
5	To identify and research new trusts, foundations and lottery programmes that are strong funding prospects for Versus Arthritis to feed the pipeline and drive future income. Ensure all trusts and foundations are recorded on Versus Arthritis CRM system to be used effectively to manage these relationships and ensure all activity is up to date.
6	Articulate and package the charity's priority projects for a trust, foundation and lottery audience, including seeking and managing expert input across internal teams into the process of defining projects, and writing creative and inspirational proposals to meet identified team and own objectives and targets.
7	Manage the timely and effective reporting to all trust, foundation and lottery donors according to their requirements, interests and expectations. Produce detailed impact reports including comprehensive expenditure breakdowns, where required.
8	Represent donors' interests and needs to Versus Arthritis colleagues, ensuring commitment to the delivery of grant requirements, project outcomes and appropriate donor recognition.
9	Maintain a sound knowledge of trust, foundation and lottery giving best practices and ensure these are implemented correctly for each relationship.
10	Attend events for Versus Arthritis as required.

### Criminal Record Check

#### Requirement

This role DOES NOT require a Criminal Record check.

### Person specification

Knowledge, skills and experience: key requirements

Requirement	Evaluation Stage
1 Trust, foundations and lottery fundraising experience, and a proven track record of securing five and six figure gifts.	Application/ Interview

2	Experience of devising cultivation and solicitation strategies and managing a portfolio of trust, foundation and lottery prospects.	Application/ Interview/ Test
3	Proven expertise at producing high-quality, tailored proposals and reports to meet the requirements and deadlines of a diverse range of trust and foundation donors and lottery programmes; ensuring high-quality stewardship and development of relationships that result in repeat and increased donations.	Application/ Interview/ Test
4	Proven ability in meeting income targets and achieving financial objectives.	Application/ Interview
5	Experience of working well under pressure and managing multiple priorities.	Application/ Interview
6	Proven ability to develop good working relationships with internal and external stakeholders and be a collaborative team-player.	Application/ Interview
7	An interest in the work and mission of Versus Arthritis.	Application/ Interview
8	Experience of using a CRM database.	Application/ Interview

## Desirable requirements

Requirement	Evaluation Stage	
1	Experience of working in a large, complex organisation.	Application/ Interview
2	Excellent written and oral communication skills with an ability to present and negotiate the case for support with trust, foundation and lottery prospects.	Application/ Interview
3	Outstanding listening skills, with the ability to absorb and assess detailed information from a wide variety of sources, quickly.	Application/ Interview
4	Proactive and organised with the ability to work autonomously when required	Application/ Interview
5	A good general level of education, such as a degree or equivalent.	Application/ Interview

## Values and behaviours

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

- We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people's **health and wellbeing**.
- We value **learning** to increase our impact for people affected by arthritis.
- We value being **accountable** for our actions and have **high expectations** of each other.
- We value **persevering** with challenges when we know **it's the right thing to do**.