

Job Description

Post	Corporate Account Manager
Location	National Office, Edinburgh
Salary	£29,331 per annum (Grade 6)
Hours of work	35 (Full Time)
Contract	6 months fixed term contract (Potential extension subject to funding)
Start Date	As soon as possible
Accountable to	Fundraising & Communications Manager
Closing date	12th September 2019
Interview date	24th September 2019

As a Corporate Partnerships Manager, I am responsible for supporting our current MHUK corporate partnerships in Scotland and in particular our largest corporate partnership with Lloyds Banking Group. I have a strong awareness of policy and the funding landscape of Scotland. I am also responsible for developing, driving and securing new corporate partnerships with the wider team across the UK and in Scotland. I act as the main point of liaison for small to medium Charity of the Year and commercial partnerships for Support in Mind Scotland and providing Scotland specific support to medium and large UK wide partnerships.

I also work closely with the National Management Team and Fundraising Manager to capitalise on and build and future fundraising opportunities for Support in Mind Scotland, Mental Health UK and the overall development and sustainability of the pipeline.

What I do and what I achieve

- I will understand Support in Mind Scotland's current portfolio of work in order to inform opportunities
- I work closely with the other nation partnership teams to ensure high quality UK wide bids and pitches
- I work with colleagues to understand the landscape in Scotland in terms of government and industry priorities around mental health
- I ensure I am aware and building on my awareness of the funding picture in Scotland

- I provide support to the Fundraising and Communications Manager to ensure sustainable income growth and development of mutually beneficial partnerships
- I support the activities and speak on behalf of Support in Mind Scotland and Mental Health UK and in particular the Lloyds Banking Group partnership at conferences and events. I research prospective sectors and companies, sector activities and the business marketplace, to compile lists of key targets (the pipeline)
- I work in an integrated way with all Mental Health UK colleagues and in particular the other partnership, policy, fundraising and project teams, to deliver effective UK wide development of partnerships.
- I maintain a broad understanding of the mental health policy landscape in Scotland
- I work with the existing team in Scotland to review tender and grant portals for potential opportunities.
- I work closely with key internal and external stakeholders to ensure that the commercial opportunities are made the most of.
- I evaluate and report on all corporate activities delivered by the team, making suggestions for improvements.
- I follow policies and procedures, creating guidance and local operating procedures where required, specifically to ensure the protection of vulnerable young people/adults and the safety of all staff and volunteers involved in activities.
- I establish and maintain links with other services/projects within Support in Mind Scotland to ensure awareness and knowledge and to promote partnership working.
- I report and record within agreed timeframes, all activity relating to information reporting and performance requirements, including electronic data entering and recording.
- I contribute to the identification, management and reduction of risk.
- I report any incidents of harm or near miss in line with the organisations incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.

Who I am

- I am educated to SVQ 4 level/equivalent professional qualification or relevant experience in a similar role.
- I have a proven track record of internal stakeholder management
- I have experience of leading on the acquisition of new business prospects for mid to high value partnerships (20K- 3 million)
- I have experience of building and managing positive rapport with diverse stakeholders, including corporate partners, those with lived experience of mental health problems and external networks.
- I am confident at presenting and speaking to diverse groups of people
- I am an effective and comfortable networker.

- I am confident and comfortable making and maintaining relationships with remote team members.
- Ability to analyse and present information and produce/collate accurate reports for funders.
- Evidence of commitment to personal and career development relevant to the post.
- I can deal with stressful and difficult situations in a calm manner.
- I prioritise workload demands and positively respond to unforeseen challenges.
- I demonstrate the ability to quickly and efficiently identify and complete tasks independently.
- Ability to produce timely quality reports which evidence activities and qualitative outcomes.
- Ability to use feedback mechanisms, supervision and personal development positively and be self-reflective in own personal and professional practice development.
- Ability to contribute to bid writing and pitches is desirable.
- Developed IT skills including competent use of Microsoft Office, and the use of electronic record keeping systems.
- Willingness and ability to travel throughout Scotland and the UK

General Duties

- Act in accordance with General Data Protection Regulation legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
- Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
- As with all employees, workers and volunteers; to encourage people to join Support in Mind Scotland as a member, donor or activist
- To act in accordance with the charity's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- To support and enable our dedicated teams of volunteers in the delivery of the charity's aims
- To work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies
- This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.