



Job Specification

Appointment Corporate Partnerships Manager

Responsible to Head of Partnerships

Contract Type Permanent, full time (40 hours per week)

Salary £30-35k, can be negotiated depending on candidate experience

Location Social Bite, 1 Leith Walk Edinburgh EH6 8LN

Please send your CV and a covering email to sara.rees@social-bite.co.uk by Friday 3rd July 2020*



*As a reflection of our full commitment to our values of inclusivity, equality and diversity, we will be operating a blind recruitment process whereby there are no names or ages of candidates given to the application review panel nor prior to the interview process, to remove the potential for unconscious bias.

About Social Bite

Social Bite's vision is for a Scotland where everyone has a safe place to call home. We use our pioneering social enterprise to enable people affected by homelessness to transform their own lives.

It all began with a small sandwich shop in Edinburgh and Social Bite now employs 72 people - a third of whom have been affected by homelessness - and 100 volunteers across seven shops, a restaurant and a corporate catering business. We give out over 140,000 items of free food to those experiencing homelessness and food poverty each year and connect 550 vulnerable people each week with good meals, support and opportunities. Social Bite's profile soared when George Clooney visited in 2015, since followed by the likes of Leonardo Di Caprio, Harry and Meghan and The Duchess of Cambridge.

The money we've raised through our social enterprise and fundraising events and campaigns has funded ground-breaking projects that are breaking the cycle of homelessness; pioneered in Scotland but in the process of being replicated beyond. These include:

- The Social Bite Academy: supported employment, skills training and volunteering opportunities for people affected by homelessness, helping people to transform their own lives.
- The Village: prefabricated wooden houses with gardens and a community hub, built on vacant land - offering a home to vulnerable homeless people for 12-18 months, during which time they are provided with extensive support in a community environment where they learn new skills and ultimately transition to independent living.
- The UK's largest Housing First project: bringing 830 street sleepers off the streets of Edinburgh into long-term accommodation with wrap-around support to ensure sustained tenancy, stimulating government support to fundamentally shift the structural response to homelessness.

Through The World's Big Sleep Out last year, we raised \$10m for a collaboration of charities tackling homelessness and displacement in cities and countries across the globe. On 20th March, in response to the Covid-19 pandemic, we repurposed our team and kitchen to start producing free lunch bags, meals and essentials packs for people experiencing homelessness and food poverty and we are currently distributing 6,500 per day (over 300,000 in total so far) through 99 charity partners and community groups across Scotland.



About the role

We are looking for an experienced partnership manager to deliver and develop Social Bite's existing portfolio of corporate partnerships, and lead on seeking out and securing valuable new ones. The ideal candidate will be excellent at building relationships, proactive at spotting new opportunities and following them through, and commercially astute with an understanding of the world of social enterprise and charity.

This is an existing role but only a couple of years established, so there is a lot of potential for growth. You will work in a creative, dynamic and agile team alongside the Head of Fundraising, Head of Retail and talented colleagues in event and project management. You will report into the Head of Partnerships, whose background is in corporate-charity partnerships.

We have a proud track record of collaboration with Scotland's most loved businesses, from event sponsorship to Charity of The Year and employee volunteering. We are one of Deloitte's One Million Futures partners and other well-known UK-wide or global supporters include RBS, Benugo, Schuh, Jacobs and Unilever.

Key responsibilities and duties

New business

- Define new business priorities including focus sectors and top prospects.
- Build and manage a robust pipeline to secure new corporate support – from grants and employee participation, through to commercial initiatives and mutually beneficial strategic partnerships that meet financial and non-financial targets and support the charity's vision.
- Focus on building momentum through the sales cycle, from researching, identifying and approaching new prospects through to meetings, tailored proposals and applications, negotiating and closing.
- Work collaboratively with the team to identify, define and value propositions you can take to market.
- Create and ensure delivery of cultivation plans for prospects.

Account management

- Use your skills and initiative to deliver a first-class experience for our corporate partners and maximise engagement and value for both the company and the charity
- Proactively develop, extend and grow the value of your partnerships by creating and delivering development plans and pitching new ideas
- Build strong relationships at all levels within your portfolio of partners
- To work autonomously to KPIs and be accountable for own target

General

- To work closely with the wider team to support the rollout of new events, initiatives and campaigns.
- Working in corporate partnerships requires someone who is flexible and able to adapt to changing priorities, opportunities or challenges. The position might require travel across the UK and working on occasional evenings and weekends, as required by the duties of the post. Time off in lieu will be given in accordance with our TOIL policy.
- Keep accurate records through files and our database, to be able to report on pipeline progress and partnership portfolio income and expenditure.

- To adhere to the charity's data protection, equal opportunity and health and safety policies.
- To comply with all recommendations and best practise set out by relevant bodies including the Institute of Fundraising and the Scottish Fundraising Standards Panel.

Person specification

Experience and knowledge

- At least 18 months' experience of working within a corporate partnerships environment
- Proven track record of successfully managing and delivering corporate partnerships and exceeding partnership objectives
- Personal success selling in propositions or making successful bids to secure high value corporate partnerships or donations
- Experience of setting and managing budgets
- Good knowledge of fundraising best practise, and marketing and event techniques
- A comprehensive understanding of the principles of Corporate Social Responsibility
- Basic knowledge of charity law and understanding of partnership Agreements (including COTY and Commercial Participator Agreements)

Skills

- Ability to quickly build rapport with a wide variety of individuals of all levels of seniority to achieve positive outcomes and establish sustainable relationships and partnerships
- Exceptional communication skills – written and verbal, with the ability to write compelling copy, articulate clearly and succinctly, and give confident and engaging presentations
- Good influencing and negotiating skills with a confident and persuasive approach
- Project management skills – proven ability to implement plans and deliverables to tight deadlines
- Excellent time & priority management and organisational skills

Ethos and approach

- Proactive, creative thinker who spots new opportunities and innovative ideas
- Flexible and solution-focused
- Passion for our cause of ending homelessness and a commitment to working to transform the lives of homeless people across Scotland and beyond.
- Ability to represent the work of Social Bite to the public with commitment and integrity.
- A willingness and commitment to undertake the role in a professional manner and maintain high-quality work at all times.
- To help promote an effective, positive and constructive team culture, where the work of others is valued and respected.

If you have any questions at all, please contact sara.rees@social-bite.co.uk

