



Partnerships Manager Role Description

November 2022

Do you have experience developing partnerships? Do you understand corporate culture? Are you looking to engage with a friendly, small but growing organisation dedicated to bringing positive change to communities in London? If so, we'd love to hear from you!

About Link UP London

Link UP London began in Battersea in 2016 with the aim of building stronger communities within the city. We do this by connecting people with professional skills to small and medium sized local Social Good Organisations (SGOs – charities, social enterprises and community groups) on short-term, structured, meaningful Skilled Volunteering projects aimed at helping these organisations improve their development, growth, efficiency and impact.

After successfully piloting the idea in Battersea, we registered as a Community Interest Company, and expanded throughout Wandsworth and Lambeth. With the onset of Covid in 2020 and the ensuing lockdowns, we moved our in-person Skilled Volunteering model on-line and opened it up to all London-based SGOs and volunteers. With the move on-line, we worked to ensure that our developed approach, focused on human interaction and connections, was maintained within the online space.

We are now London-wide, connecting Skilled Volunteers with local charitable organisations in boroughs throughout the capital. Our work is now a hybrid of in-person and on-line activity. Our small, committed team has matched 280+ projects in 21 boroughs to date.

We are excited to develop our model to work with corporates who are looking to proactively engage in social change by tailoring Skilled Volunteering projects with SGOs for these corporates and their staff. To help us launch and grow this initiative we need someone who is professional, innovative, personable, a great communicator, and detailed oriented.

Role Details

Title: Partnerships Manager

Time Commitment: 3 days a week

Format: Flexible - remote and in-person role

Salary: £30,000 full time salary pro-rata for 3 days a week

Purpose: To develop and oversee Link UP London's Corporate Programme, bringing the value of our well-established Skilled Volunteer model to companies in London.

Report: This role reports to the CEO and works closely with the Skilled Volunteer and Communications teams.

Role Duties & Responsibilities

Research

- Research corporates and design an outreach plan
- Regularly scope the landscape to be up-to-date on effective corporate engagement and volunteering approaches

Communicate & Represent

- Develop a strong voice for Link UP on-line and in-person around corporate skilled volunteering
- Work closely with the Comms team to promote this work
- Conduct outreach and represent Link UP with corporates as needed at events and networking opportunities on a regular basis

Manager & Implement

- Liaise with interested corporates and design approaches that work for them
- Work closely with the Skilled Volunteering team to run corporate activities and events
- Communicate regularly about progress and compile and share feedback and impact data

Programme Development

- Develop needed systems and materials for corporate programme growth

General

- Contribute to organisational discussions around long-term strategy
- Contribute to organisational discussions around recording and communicating impact
- Keep abreast of relevant developments and trends in corporate engagement and employee volunteering

Person Specification

Essential Skills & Attributes

- A strong desire to support the charitable sector in London
- Knowledge of the corporate sector and understanding of CSR, ESG and Corporate Engagement
- Demonstrated experience designing partnerships that work

- Experience with the full programme management cycle
- Experience running different types of small events
- Experience representing an organisation with external stakeholders
- Ability to work well remotely and independently as well as in a team
- Ability to prioritise and use limited time effectively
- Strong research skills
- Strong written communication skills
- Strong attention to detail
- Strong administrative and IT skills
- Ability to be in-person in London, as needed, for meeting and events

Desirable

- Experience working in the corporate sector
- Experience working for a small CIC or other non-profit organisation
- Experience being involved with and refining impact reporting processes
- Ability to take up post in January 2023

Application Details

Please submit a CV and covering letter (max 2 pages) **addressing your suitability to this role in relation to the role description and person specifications and competencies** outlined above to kim@linkuplondon.org with the subject line 'Corporate Partnerships Manager).

Please note that applications submitted without a cover letter will not be considered.

Closing Date for Applications: 5 December 2022 @ 5pm

Interviews will be held on 7th, 8th, 9th December.