

DIABETES UK
KNOW DIABETES. FIGHT DIABETES.



**PARTNERSHIP MANAGER
(TESCO SPECIALIST)**

WHO WE ARE

For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best UK Charities to Work For, and one of the top 75 Best Large Companies in London.

We're committed to protecting and promoting the welfare of children and adults at risk, and we need our staff and volunteers to support this.

Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.



JOB DESCRIPTION

Role title: Partnership Manager (Tesco Specialist)

Contract type: Permanent

Hours: 35 (full-time)

Band: 5

Key relationships (internal and external):

Internally, this role works very closely with a Health Lead (in our Care Team), and Senior Partnership Comms Manager (in our Strategic Marketing Team). This role will need to be well networked across teams, including Regional & National teams, Strategy & Planning, Policy and Marcomms.

Externally, This role will work closely with peers at the British Heart Foundation and Cancer Research UK. The role will also work with colleagues at Tesco and at times their PR and communications agencies.

Key focus of the role:

The Partnership Manager (Tesco Specialist) leads on the delivery and development of Diabetes UK's flagship partnership with the UK's biggest retailer, Tesco. Working with counterparts at the British Heart Foundation and Cancer Research UK, this sector leading, UK-wide partnership aims to improve the health of the nation using the retailer's reach and influence. You will be responsible for leading and delivering income generation, project managing strategic activities, and delivering against shared and charity specific goals. You will also contribute to the development and success of the Account Management Team, support cross-team projects and take on additional tasks as required.

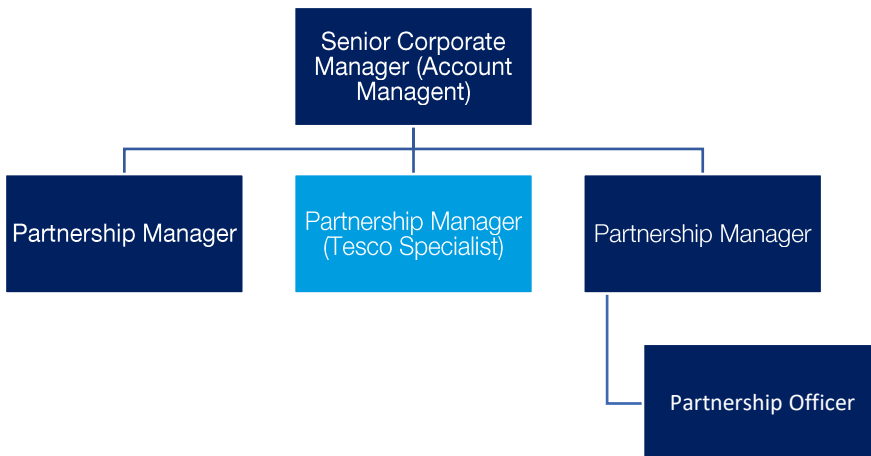
Directorate and team

This role sits in the [Philanthropy & Partnerships Team](#) in the [Engagement & Fundraising Directorate](#).

Directorate



Reporting line



Main responsibilities

Key deliverables

- Drive impact, value and income generation for the charity and the partner, working closely with key stakeholders
- Build strong and effective relationships internally and externally to achieve partnership goals
- Demonstrate specialist approach to account management of a strategic partnership
- Meet projected income targets and drive financial and non-financial uplift opportunities.
- Project manage project manage large scale activity – including strategic health activity and communications campaigns – from start to finish, bringing in expertise from across Diabetes UK and the wider partnership.
- Drive and support best practice across the team and charity and will also contribute to cross-team projects and other tasks as required.
- Deliver impactful communications, tailored to different audiences.

Person specification

All jobs at Diabetes UK are based on our competency framework called the What-How Framework. In the following sections we've listed:

- The key activities you'll undertake (the What) and
- The skills, knowledge, experience and behaviours you need to be successful in this role (the How)

You will be able to:

- Lead and deliver multi-stream income generation.
- Use own initiative to spot growth opportunities for the partnership and drive these forward, bringing in expertise from across the charity as required
- Steer the partnership to ensure alignment with Diabetes UK's strategic goals and priorities.
- Work with colleagues at Diabetes UK and counterparts across the other charities to plan and project manage significant partnership activity from inception to delivery.
- Develop and maintain excellent working relationships across the partnership and deliver excellent stewardship to key contacts as well as wider employee base.
- Manage income and expenditure budgets, monitor monthly cash flows and regularly update forecasts. Prepare financial analysis and reports as needed.

- Keep a wide range of senior stakeholders up to date with activity in the partnership, seeking opportunities and taking on board feedback.
- Monitor and report on risk and return on investment, manage and mitigate reputational, financial and legal risk.
- Negotiate and influence stakeholders, navigating complex decision making with diplomacy.
- Carry out regular horizon scanning, staying on top of sector and industry trends and how these might affect the partnership.
- Ensure all activity, including contracting, is in line with the Code of Fundraising Practise and all other legal and regulatory requirements
- Record income and donor communications accurately on our database to enable excellent knowledge management.
- Be an external advocate for the partnership, increasing the presence of the partnership in the sector.
- Support the wider P&P team when required, and collaborate on cross-team projects as needed.

You will have experience in:

- Successfully managing multi-faceted and strategic 6 or 7 figure partnerships
- Securing high value partnership renewals – with experience of the process from proposal development through to contracting.
- Meeting set fundraising targets and identifying and securing further financial and non-financial growth opportunities.
- Managing a complex workload, maintaining focus on targets and return on investment.
- Budgeting, forecasting and monthly income/expenditure management.
- Negotiating with and influencing stakeholders at all levels
- Delivering high quality tailored stewardship activity to build networks and support the retention and development of the partnership.
- Working with a database to record and track partnership activity.
- Collaborating across multiple teams to deliver on partnership goals.

You will have skills in:

- Building strong working relationships with internal and external stakeholders at all levels of seniority.
- Delivering first class account management and stewardship to partners
- Working seamlessly with colleagues in key dependency teams (eg, Marcomms, Finance, Care) to deliver key activity for the partnership.
- Excellent communication skills (in person, written and online) and the ability to navigate complex decision making with diplomacy.
- Project management, organising time and competing priorities effectively
- Demonstrating confidence, credibility and supporting evidence in order to influence stakeholders, internally and externally.

You will have knowledge of:

- How to retain, develop and grow high value strategic partnerships
- How to build strong networks within partnerships
- Proposal development and pitching to external stakeholders
- Budget management, forecasting and financial reporting
- Contracting processes and compliance with the Code of Fundraising Practise
- Monitoring and evaluating partnership activity

The best person for this job will be (behaviours):

- Target-driven, ambitious about meeting and exceeding income goals
- Organised and thorough in your approach to account planning, managing time effectively to meet competing deadline
- Excellent interpersonal skills with the ability to quickly form positive working relationships internally and externally.
- Collaborative and able to build trust, respect and transparency with colleagues to allow for successful cooperative working
- Resilient and solution-focussed when negotiating challenging situations
- Cause-driven and able to convey passion for Diabetes UK's work, made possible through our partnerships

Qualifications/professional membership (if applicable):

N/A

benefits

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefits we offer you.



Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.

Get in touch

Email recruitment@diabetes.org.uk

Call **0345 123 2399**

Visit diabetes.org.uk

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

