

# PARTNERSHIP MANAGER (TESCO SPECIALIST)



**DIABETES UK**  
KNOW DIABETES. FIGHT DIABETES.

WELLNESS WALK  
THAMES PATH

DIABETES UK  
FROM DIAGNOSIS TO LIFE SUPPORT

# 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.

Tackling inequality is part of our mission, and we're committed to being a diverse and inclusive organisation, for all of our people and volunteers. We have a friendly and inclusive culture, with a range of staff networks and ways to get involved. You can find out more about our approach to equity, diversity and inclusion in our strategy here [EDI Strategy Branded version 22 March 2023.pdf](#).

**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:** 10 – 12 Month Fixed Term Contract (Maternity Cover)

**Hours:** 35 (Full-time)

**Band:** 5

**Key relationships (internal and external):**

This role works very closely with colleagues across multiple internal teams including our Clinical Team (working with a Health Lead), our Marketing team (including Social Media Manager, Senior Marketing Manager, and Brand and Creative colleagues) and our Policy Team. This role will need to be well networked across teams including Nations and Regions teams and Strategy and Planning.

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, which will also include 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 on our Health Charity Partnership (HCP) with counterparts at the British Heart Foundation, and Cancer Research UK, this award winning, UK-wide partnership aims to improve the health of the nation using the retailer's reach and influence.

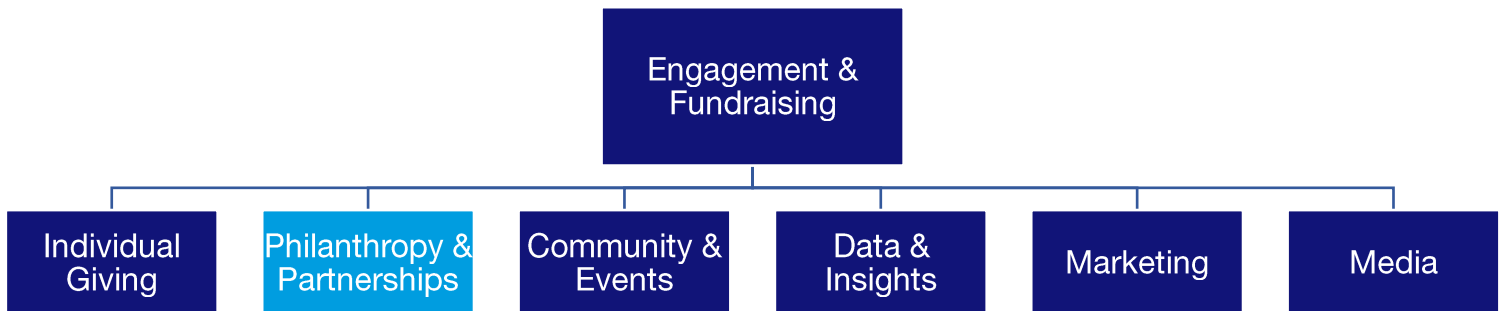
You will be responsible for leading and delivering income generation, project managing strategic activities, and delivering against shared and charity specific goals. You will also contribute to the development and success of the Account Management Team, and support cross team-projects and take on additional tasks as required.

This role will also see you line manage a Partnership Officer (Account Management) who supports on the delivery of the Tesco Partnership.

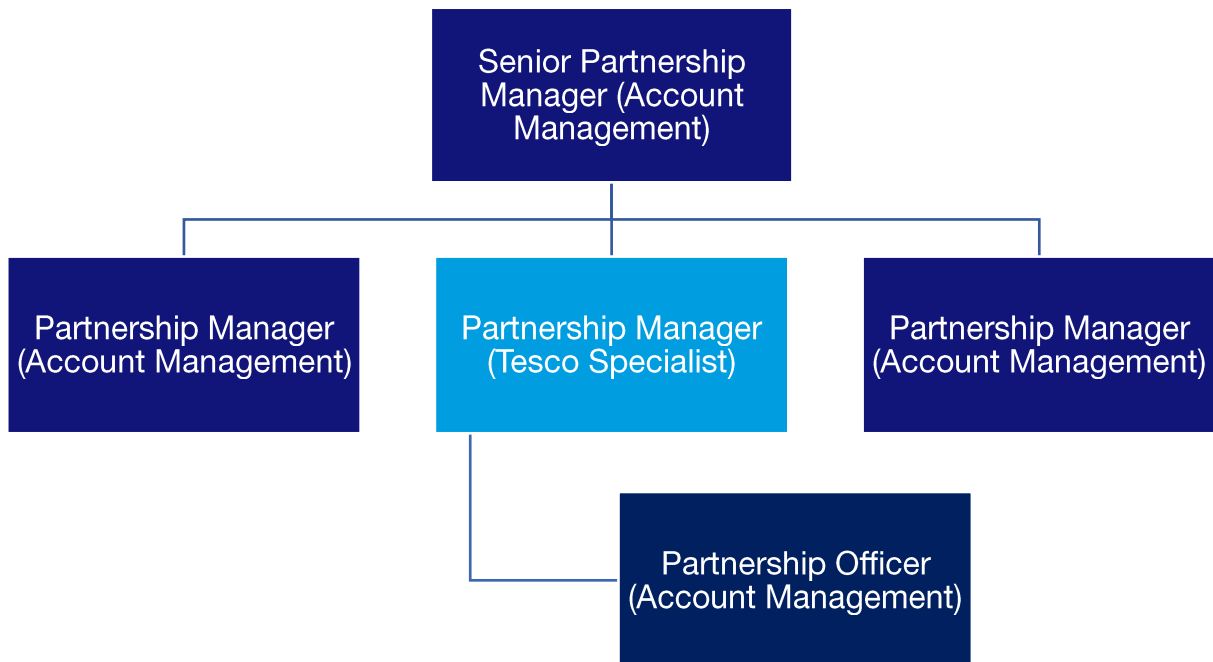
## Directorate and team

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

### Department



### Reporting Line



## Person specification

All jobs at Diabetes UK are based on

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

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 the wider employee base
- Manage income and expenditure budgets, monitor monthly cash flows and regularly update forecasts
- 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
- Line manage the Partnership Officer (Account Management) to support their work, growth and development by carrying out regular 121s, working to set objectives, and development reviews
- 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 Practice, and all other legal and regulatory requirements (including for example GDPR)
- Record partnership activity accurately on the Diabetes UK CRM to enable excellent, knowledgeable management
- Be an external advocate for the both Diabetes UK, and 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 and expenditure management
- Negotiating with and influencing stakeholders at all levels
- Delivering high quality, tailored stewardship activity to support the development and retention of the partnership
- Line management of employees or volunteers
- Building networks internally, and externally
- 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 gold standard account management and stewardship to corporate partners
- Working seamlessly with colleagues in key dependency teams (Marketing, Finance, Clinical) to deliver key activity for partnerships
- Excellent communication skills (in person, written, and online)
- 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:**

- 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 Practice and other legal and regulatory requirements (including for example GDPR)
- Monitoring and evaluating partnership activity

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

- Target-driven and ambitious about meeting and exceeding goals
- Organised and thorough in your approach to account planning, managing time effectively to meet competing deadlines
- Personable and have 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-focused when navigating challenging situations
- Cause-driven and able to convey passion for Diabetes UK's work

**Qualifications/professional membership (if applicable):**

N/A

Diabetes UK is committed to fundraise in a way that is legal, open, honest and respectful and expects all staff and volunteers to share this commitment. We are registered with the Fundraising Regulator and you will be expected to adhere to the Code of Fundraising Practice.

# 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.



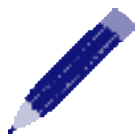
## Pension

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.



### Our Networks

A range of active and supportive colleague networks such as the Pride network, Global Majority network and Women's network.



### Early finish Friday

Early finish Friday and flexible working as part of our approach to activity-based working (not applicable to roles with fixed shift patterns).



### Employee assistance programme

Employee assistance programme to give you support on any issues that come up in life.



### Annual season ticket loan

Annual season ticket loan\* (on completion of your probation period and if contract is permanent or longer than 12 months).



### Cycle to work scheme

Cycle to work scheme.

## Get in touch

Email [recruitment@diabetes.org.uk](mailto:recruitment@diabetes.org.uk)

Call **0345 123 2399**

Visit [diabetes.org.uk](https://diabetes.org.uk)

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

