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Partnership Officer (Tesco)

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| DIRECTORATE: | Engagement andFundraising |
| SECTION: | Philanthropy and Partnerships |
| REPORTING TO: | Tesco Partnerships Officer |
| CONTRACT: | 35 Hours per week (permanent) |

WORKING RELATIONSHIPS:

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| **Inside Diabetes UK** |
| Philanthropy and Partnerships team, wider Engagement and Fundraising Directorate, key delivery teams across the organisation, finance, data team, legal, IT, digital, business support |
| **Outside Diabetes UK** |
| Key stakeholders at partner organisation, peers at CRUK and BHF, partner suppliers, Diabetes UK Board. |

# OVERALL PURPOSE OF THE JOB

The purpose of this role is to support the Partnership Specialist to deliver and develop the Tesco Charity Partnership. The role will also involve managing fundraising projects and events, supporting a diverse network of fundraisers, general administration admiration support and supporting the delivery and development of key fundraising activity. The post holder will create engaging materials, support the partnership specialist with the creation of reports for the Steering and CEO groups, be responsible for ensuring donor records, project plans and financial reports are kept up to date.

**MAIN DUTIES AND RESPONSIBILITIES:**

* To support the Partnership Specialist to deliver and develop fundraising activity for the Tesco Charity Partnership.
* To take on the management of fundraising relationships, projects and events as directed.
* To lead on the day to day management of the Tesco partnership, ensuring an excellent and engaging experience for company employees by being the main point of contact and executing accounts plans developed jointly with the Tesco Partnership Specialist
* Lead on identifying new income generation activity through the Tesco partnership
* Responsible for reporting and escalating opportunities and risks within the partnership to the Partnership specialist.
* Work with the Partnership Specialist to develop robust account plans, income forecasts and monitoring and evaluation.
* Develop and maintain effective communications with key contacts at Tesco, BHF and CRUK.
* Take on responsibilities for data entry, database and file maintenance.
* Provide excellent administrative support for the Partnership Specialist and Health Partnership Team.
* Support on the co-ordination of CRM and Till Point Product activity within the Tesco partnership.
* Co-ordinate cross team activity for campaigns such as Million Steps Challenge and Diabetes Week.
* Co-ordinate the production, distribution and mailing of information and fundraising packs.
* Taking responsibility for the storage and distribution of merchandise and materials. Ensuring that full records are kept of stock levels, stock ordering and invoicing.
* Supporting the team on managing and recording our finances including invoicing support.

**RELATIONSHIP MANAGEMENT**

* To work with Senior Leaders and colleagues in communications and health teams to help unlock the full potential of the Tesco partnership for Diabetes UK, looking beyond income to expand the charity’s impact and reach.
* To take on relationship management as directed by the Senior Manager, and ensure an excellent supporter experience.
* To lead on developing fundraising relationship with Tesco colleagues.
* To build strong internal and external relationships as needed to support the effective delivery of the Tesco Partnership.
* To create or support the creation of clear donor development plans.

**PLANNING AND REPORTING**

* To deliver KPI reporting as needed.
* To contribute to planning and budget setting for the Tesco Partnership.
* Enhance partnership governance, supported by the Partnership Specialist
* To maintain up to date and comprehensive Partnership records.
* To ensure all activity is conducted in line with the fundraising Code of Practice and all other legal and regulatory requirements.
* Agree income and expenditure targets as agreed and set in conjunction with the Partnerships Specialist and prepare monthly financial commentary reports.

**OTHER**

* To represent Diabetes UK as required.
* Any other duties commensurate with the role that may reasonably be required.
* To provide direction to volunteers as needed.

**PERSON SPECIFICATION:**

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| **The best person for this job will be able to:** |
| * Must be outcome and delivery focused * Attention to detail and commitment to getting it right * Keen to learn and develop |

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| **The best person for this job will have experience in:** |
| * Fundraising experience in Corporate and/or Philanthropy * Experience of managing donor relationships * Strong database skills * Experience of administrative support |

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| **The best person for this job will be:** |
| * Have excellent communications skills * Experience of working with senior staff and volunteers * Able to build strong relationships, both internally and externally * Ability to manage workload and prioritise * Good written skills |