



Senior Partnerships Officer



About The Mix

The Mix is a free, confidential support service for under 25s - making a massive difference to around four million young people in the UK each year. Whatever issue a young person is facing, The Mix is always there for them - online, over the phone or via social media. It connects young people to experts and their peers to talk about everything from money to mental health, from homelessness to jobs, from break-ups to drugs.

We are one of the founders of the Duke and Duchess of Cambridge and Prince Harry's Heads Together campaign and work with many high-profile Ambassadors and supporters, such as Lady Gaga, Russell Brand and Daniel Radcliffe to raise awareness of The Mix and support even more young people. We work on high profile campaigns to change attitudes and raise awareness with companies including River Island, TOMS shoes and Gymshark and have recently joined forces with NOW on an exciting programme of work to support their content aimed at young people.

Today's young people face an unprecedented range of challenges. They are possibly the first generation worse off in physical and emotional terms than their parents. The Mix's mission is to ensure that every young person can make informed choices about their wellbeing – wherever and whenever they are: www.themix.org.uk

The fundraising and development directorate:

We are in the most exciting time ever for our fundraising team. We have received a huge amount of support during the COVID-19 pandemic, and we have big plans for the future. Our focus is on core and unrestricted income but also have some incredible partnerships with corporates and trusts and foundations to deliver on special programmes that meet the needs of young people right now. Our pipeline is strong, but we need to focus on the next 3-5 years to maintain our significant growth strategy.

The team is enthusiastic, committed and fun. We need you to join our team and help us support The Mix into the next phase for our strategy.

The successful applicant will work across national partnerships, including strategic and commercial opportunities, Charity of the Year including employee fundraising, cause-related marketing and high-profile events and campaigns

This is a great opportunity to join our dynamic team in an innovative and ambitious organisation at a time when The Mix is becoming one of the most important charities in the UK for young people right now.

To find out more about the people in our brilliant team you can visit:

<http://www.themix.org.uk/about-us/staff>

Vision, Mission and Values

What we do: The Mix is here to take on the embarrassing problems, weird questions, and please don't-make-me-say-it-out-loud thoughts that people under 25 have in order to give them the best support through our digital and phone services.

Vision: To be the first point of contact for under 25s. We know that with the right skills and opportunities, you can take on anything that life throws your way.

Mission: To empower everyone under 25 in the UK with the knowledge, skills, and confidence to make the right first steps in life. Life is hard, but support doesn't have to be.

Values:

- **Empowering** - we lead, we train & support, we respect, we give space to grow, we give power to chose
- **Brave** - we innovate, we pioneer, we take risks, we tell it how it is
- **Supportive** - we listen, we encourage, we care, we're understanding, we are empathetic
- **Collaborative** - we are open & transparent, we co-create, we respect, experience & expertise
- **Proactive** -we create situations, we make things happen, we get things done
- **Non-judgemental** - we do not judge, we do not criticise, we do not blame

Job Description

Job title: Senior Partnerships Officer

Reporting to: Partnerships Manager

Department: Fundraising and Development

Overall Purpose of the job:

To support the Partnerships Manager, with a focus on corporate partnership account management and development. Manage stewardship of corporate partners and individual donors and cultivation of those relationships.

Key areas of responsibility:

Support on the delivery and scale-up of our leading corporate partnerships (60%)

Manage relationships and delivery of The Mix's flagship corporate partnerships including planning and maximising retention and growth of these opportunities

- Develop and deliver high-class cultivation and stewardship and communication to The Mix's partners and prospects.
- Day-to-day project management of our corporate partnership projects including administrative, project evaluation and reporting requirements of existing partnerships.
- Manage and work closely with our youth ambassador group involved in our corporate partnerships.
- Build strong, collaborative, and supportive relationships with internal stakeholders across the organisation.

Delivering the corporate partnerships strategy (40%)

- Work closely with the Partnerships Manager to support the identification of prospects, new business enquiries and due diligence process in line with The Mix's strategic aims.
- Support engagement activities – through individual giving and digital fundraising. Ensure partners and individual donors are appropriately stewarded.
- Networking – to create a network of peers across the sector to learn from and attend relevant networking events.
- Provide ad hoc support on fundraising events, administrative tasks and any other duties related to this role as required to ensure the smooth day to day running of fundraising team.

Person Specification

We are looking for a dynamic individual with a real passion and enthusiasm for helping young people to improve their lives.

Essential

- Demonstrable experience of working with stakeholders from the private sector.
- Demonstrable experience of account/relationships management, supporter engagement and stewardship.
- Experience of writing clear, eloquent & compelling content for a range of audiences • Excellent interpersonal and written/oral communication skills.
- Excellent organisational and administration skills with attention to detail.
- Time efficient and ability to meet deadlines.
- Works on own initiative, learns from mistakes and an active, cross-functional team member.
- Excellent numeracy skills.
- Proficiency with all Microsoft Office packages (Word, Excel, PowerPoint, Teams).

Desirable

- Experience working with Salesforce and Office 365.
- Experience of youth sector/young people's charities.
- Understanding of safeguarding, confidentiality, safe working practices and GDPR compliance.
- Experience of identifying, securing, and developing partnerships from a range of different companies.

Attributes

- Delivery-focused and self-motivated.
- Good at building rapport.
- Ambitious, motivated, and resilient.
- Good verbal and written communication and team player.

Terms and Conditions

Salary:	£26,000-£28,000 per annum (depending on experience)
Contract:	Permanent
Location:	Hybrid working- home based and office based in- London, EC1V 1JN
Pension	4% employee contribution secures 4% employers' contribution to stakeholder pension scheme.
Hours:	This post is full time Monday to Friday with 35 working hours a week. Flexible working available. Occasional evening and weekend work will be required for which time of in lieu will be given.
Annual leave:	You will be entitled to 35 days of holiday pro rata, which includes the 8 Statutory Bank Holiday during each year.
Benefits:	<ul style="list-style-type: none">• Flexible and remote working available• Eyecare vouchers• Life assurance• Employee Assistance Programme• Weekly staff socials, plus Summer and Christmas Party• Colleague of the month – awarded half a day extra annual leave• Learning, development, and training options

How to apply

- Please can all candidates include a summary that only includes relevant work experience and what they have achieved in terms of outcomes in their working life.
- Please submit an answer to the following three questions. Each question has equal weighing.
 1. Please describe a partnership you have managed or supported? - what did success look like, what did you do to ensure success? (250 words)
 2. How would you work across an organisation to ensure a partnership was managed successfully? (250 words)
 3. What is The Mix's unique selling point for corporate partners? (250 words)
 4. How would you ensure relevant staff across the organisation are involved in fundraising? (250 words)