

Recruitment

Partnerships Manager



Job pack

Thank you for your interest in working at The Mix. This job pack should give you everything you need to know to apply for this role and what it means to work at The Mix.

In this pack you'll find:

- Our Vision, Mission and Values
- The role profile and person specification
- The benefits of working at The Mix
- How to apply for the role
- Our approach to equality and diversity and the Equality and diversity monitoring form
- Contact details form

If you want to chat about the role or need further information, you can contact by emailing workforus@themix.org.uk

About The Mix

The Mix is the UK's leading digital charity for under 25s, reaching over 6 million young people each year. Whatever issue a young person is facing, The Mix is always there for them - via our website, over the phone or via social media. Our support is free, confidential, and anonymous and can be accessed wherever young people are.

We connect young people to experts and their peers to talk about everything from money to mental health, homelessness to jobs, break-ups to drugs and more. No topic is out of bounds, and we are completely non-judgemental.

The Mix's mission is to empower every young person to make an informed choice about their wellbeing; whether that's through our peer-led and moderated community, multi-channel helpline, counselling service, crisis support messenger or our range of support content.

We aim to put young people at the centre of everything we do; we use our service data and collaborate with under 25s to inform every aspect of our services and our wider work. We use youth voice work to share a platform with young people and put their views and experiences at the centre of the conversation.

Our vision

We want to make life easier for young people to navigate. In other words, we want to help them figure out what the hell is going on.

We believe young people are amazing, talented, and resourceful. We need them to fulfil their potential as part of our society and as our future leaders.

Our mission is that every young person should be able to make informed choices about their physical and mental wellbeing to ensure they live better lives.

Our objective: is to become the first point of contact for any person seeking help or information on any subject, wherever and whenever they need it.

Job Description

Job title: Partnerships Account Manager

Reporting to: Head of Fundraising

Department: Fundraising and Development

Overall Purpose of the job:

To manage the overall delivery of existing contracts with funders and supporters.

To identify, create and implement new partnerships to meet fundraising targets and KPI's.

This role will be instrumental in delivering a high value and innovative long-term strategic partnerships with several funders to meet the financial targets of the charity.

Key areas of responsibility:

- Establishing and developing appropriate relationships with individuals to grow income for the charity year-on-year. Forging new networks and funding relationships.
- Work across the charity, with the service delivery, marketing and communications and volunteer teams to collaboratively deliver on impactful projects and commitments in new and existing partnerships that meet the strategic organisational priorities and to maximise the value of partnerships.
- Working with the whole fundraising and development directorate to identify and manage new partnerships - through compelling proposals, creative pitches and appropriate applications.
- Lead on the day-to-day management of our existing portfolio of funders, including delivering to timelines and budgets and managing meetings.
- Completing reports and proposals as necessary.
- To have a focus on business development within existing partnerships, introducing new fundraising ideas, events and activities into partnerships to increase income, engagement and longevity of partnerships.
- To provide partners with ongoing engagement and education about and provide volunteer opportunities.
- To undertake specific fundraising projects and activities and any other duties related to this role as required.
- To ensure that all partnership projects are managed on time, on budget and to the agreed quality.

Person Specification

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

Essential

- Proven experience of successfully managing large, high-value strategic partnerships or projects in the charity sector.
- Experience of exceeding targets and working on individual and team KPI's.
- Excellent communication skills combined with strong organisational and relationship building skills.
- Experience of working collaboratively as part of a team and bringing people together across all functions at small and large organisations.
- Good planning and prioritisation skills to manage a varied and pressurised workload.
- Proven track record of spotting new opportunities and delivering creative solutions to overcome obstacles and enhance results.
- Proven track record of delivering high value partnership projects, on time on budget and to the agreed quality.
- Good financial acumen and reporting.
- Experience of successful account management.

Desirable

- Experience working with Salesforce and Office 365.
- Experience of youth sector/young people's charities.
- Line management experience.

Attributes

- Delivery-focused, self-motivated and ability to plan workload.
- Good at building rapport.
- Ambitious, motivated and resilient.
- Self-starter: able to find opportunities and develop them.
- Good verbal and written communication and team player.

TERMS AND CONDITIONS:

Salary:	£36,000 - £40,000, depending on experience
Term:	Permanent
Location:	Hybrid working - Office based in Central London (Old Street) with flexibility to work from home
Pension	4% employee contribution secures 4% employer's contribution to stakeholder pension scheme.
Hours:	This post is full time with 35 working hours per week, Monday to Friday. Some travel within the UK and unsocial hours may be required from time to time for which time off in lieu may be given.
Annual leave:	You will be entitled to 35 days of holiday pro rata, which includes the 8 Statutory Bank Holidays during each year.
Benefits:	Flexible and remote working available. Clinical supervision offered for front line services staff Coaching Environment Learning, development, and training options Employee Assistance Programme Weekly staff socials, plus Summer and Christmas Party Colleague of the month – awarded half a day extra annual leave. Life assurance Eyecare vouchers Tickets for Good – Free and discounted tickets for NHS workers and Charities Central London location

How to apply

To apply, please send a short summary of relevant work experience (up to 500 words), and answers to the following 5 questions to workforus@themix.org.uk. Each question has equal weighing.

1. Describe how you would approach a new corporate partner to secure multiyear funding for The Mix. Include the process and your role in it. Use real examples from your experience. (up to 400 words)
2. At The Mix, we have a large pipeline of corporate partners. Describe how you would manage this pipeline and accurately keep records of funding and reporting requirements. (up to 400 words)

3. How would you ensure that all teams at The Mix are consulted when building a written report for a corporate partner? (up to 400 words)

4. Give an example of when you have had to meet a tight deadline but maintained your business as usual. (up to 400 words)

5. The funding landscape has changed in the past year. Where might there be new opportunities to engage with corporate funders? (up to 400 words)

HR Statement

The Mix is committed to ensuring that we have a diverse workforce, which reflects the diversity within society and especially the young people who use our services. Not only is the right thing to do, it also values, celebrates, and recognizes the contribution that diversity can offer to the young people we support, and the staff and volunteers who make up our team at The Mix. We want to take down barriers and actively present opportunities to a wider and more diverse range of people. We are committed to creating safe and fair spaces for all by suitability accommodating different people's needs. This is outlined in our equality policy.

We are seeking applications from individuals with a diversity of experience, backgrounds, and perspectives. We particularly welcome applications from people aged between 18-25years. We also encourage those who may not have formal qualifications but who offer valuable life experience.

The Mix needs your help and co-operation to enable it to do this. Filling out this form is voluntary; however, the information will help us to review our recruitment process and ensure we are sticking to our diversity goals. This form is completely anonymous and has no bearing on our shortlisting process. Hiring managers will have no access to this information and this form is kept separately from your application."

The information that you provide will be held in line with our privacy policy here: <https://www.themix.org.uk/about-us/privacy-policy>

Contact Details

Name:	
Preferred pronouns:	
Mobile number:	
Email Address:	
1 st Reference:	
2 nd Reference:	