



THE CARES FAMILY

Partnerships Manager (Trusts and Corporate)

ROLE FEATURES

- Full-time, permanent contract (37.5 hours per week)
- **£29,000-£33,000** (dependent on experience)
- 26 days' holiday per year plus bank holidays
- Flexible working hours
- Staff counselling service
- Fully remote during the pandemic, then based in London, Liverpool or Manchester, though we have flexible and remote working arrangements in place.

The Cares Family is an anti-racist organisation committed to advancing anti-racism. We particularly welcome applications from Black, Asian and Minority Ethnic people, who are under-represented in our organisation. We are an equal opportunities employer.

ABOUT THE CARES FAMILY

The Cares Family helps people find community and connection in a disconnected age. Our objectives are to **reduce loneliness and isolation** by creating and supporting meaningful mutual relationships between people who might not otherwise interact; to help people feel **belonging, purpose and power** in a rapidly changing world; and to bring people together to **reduce the gaps across social, generational, digital, cultural and attitudinal divides**.

Over the past nine years, we have worked towards that mission by building five local charities in big cities, which each bring older and younger people together to **share time, new experiences and friendship**. We have focused here because older and younger people are most at risk of loneliness, particularly in cities which can feel anonymous and isolating. Those charities – North London Cares (established 2011), South London Cares (2014), Manchester Cares (2017), Liverpool Cares (2018) and East London Cares (2019), have connected some 25,000 older and younger neighbours to share over 600,000 interactions and 140,000 hours.

Now, we have **expanded our approach** to help more people find connection in disconnecting times through our 'Action, Voice, Power' strategy. We have started a new 3G project bringing young children and their parents (themselves amongst the loneliest in the UK) together with older neighbours. We are developing a Multiplier, to help 50 people to progress their own projects in their own communities in their own ways. We are working to raise up the stories of people whose relationships across perceived divides have helped them feel valued and visible. And we are exploring new ways to drive systemic and culture change so that **more people can feel part of our changing world, rather than left behind by it**.

That vision is built on the back of nine years of progress, through which our work has influenced the creation of the world's first ever **government loneliness strategy** which was launched by the former Prime Minister at a Cares Family event; and nine years of recognition at home and abroad. Our work has featured in The Economist, The Guardian, The Times, the Chicago Tribune and on BBC and Channel 4 News, and our Founder has been recognised as one of the inaugural 20 Obama Fellows. The Cares Family is therefore at a moment of opportunity to make an even bigger difference in the future, and we're looking for a new colleague who can help us to achieve that mission of **building a world that is kinder, more connected and more empathetic**.

ABOUT OUR PROGRAMMES

The Cares Family has developed four core programmes as well as substantial projects and we're always developing new ways to build connection and community, and partnerships to make those projects happen. Our four core programmes are:

SOCIAL CLUBS are group activities bringing older and younger neighbours together to share new experiences and friendship through dance parties, film and 'Desert Island Discs' nights, 'back to work' business visits, yoga clubs, quizzes and more. Sessions in local businesses, pubs, parks and community centres take place between three and six times a week, including **during evenings and weekends** when older people report feeling most lonely and when young people have time to contribute to their communities. During Covid-19, these clubs have moved online and onto the phones.

LOVE YOUR NEIGHBOUR is a one-to-one friendship programme that helps bring a little of the outside world in for people who may struggle to get out. Younger people visit their older neighbours once or twice a week to share stories and cups of tea, to watch a film or play board games together, or to get to a local café where possible. Friendships are supported and challenges navigated in collaboration with our teams. During Covid-19, friendships have moved to the phones.

Our unique proactive **OUTREACH** identifies people most at risk of loneliness in our communities and invites and inspires them to get involved. Young people are recruited through social, digital and employment networks and by the power of sharing positive stories online, while older people are mobilised through door-knocking and through interactions in locations like supermarkets, GP surgeries and chemists. During Covid-19, Outreach has prioritised referrals to and from community partners.

Finally, **COMMUNITY FUNDRAISING** offers a fourth way for younger and older neighbours to share experiences and relationships. Events, challenges, corporate partnerships and online campaigns all offer the chance for neighbours to share fresh camaraderie as well as to raise money to support the networks they love and to keep all our activities free. In our last full year, around 40% of our income was raised this way. During Covid-19, new campaigns have enabled this work to continue.

Through each of these integrated programmes, inspired and led by neighbours, the **relationships created are two-way and harness the heritage of the local community**. Older people benefit from a regular, familiar place to go and the company of young people showing an interest in their lives; while younger people receive the advice, humour and stories of older people.

ABOUT THIS ROLE

In your role as The Cares Family's **Partnerships Manager (Trusts and Corporate)**, you will work closely and collaboratively with our Head of Development, Grants Coordinator and five regional Development Coordinators, to provide **exceptional relationship management** for our active grants and portfolio of hundreds of **Trusts and Foundations (80% of the role)**; identifying new opportunities and engaging with new and existing funders through composing **timely and high quality written proposals and impact reports**, and ensuring stellar **stewardship and relationship management face to face, on the phone and in writing** to maximise opportunities, uplift gifts and secure new income for The Cares Family.

You will also support the Trust function through **direct line management of our Grants Coordinator** to succeed and reach targets in terms of **outputs and income**; and supporting the Head of Development in **reviewing, and overseeing submissions of proposals and impact reports** across The Cares Family.

This role will also support our growing **Corporate Partnerships function to thrive (20%), working closely with the Head of Community Fundraising and the Development of Director** in order **to secure new partnerships and leverage new income.**

You will also directly line manage our **Corporate Partnerships Engagement Coordinator**, who manages and oversees our corporate employee engagement and volunteering opportunities. This includes ensuring effective communications and collaboration with delivery teams to fulfill the objectives of each partnership agreement.

This is an exciting time to join our ambitious fundraising team. Both our Trust and Corporate functions have **grown significantly over the past two years.** This role will crucially enable the team to build on its successes to date to maximise opportunities, steward our growing portfolios, secure new partnerships and raise vital new income, and contribute to an **organised, collaborative and motivated team culture.**

With so much of this role depending on excellent account management, we need a real **people-person and someone who has a track record in securing new income.** This role is also highly collaborative, and therefore, we also need you to be an enthusiastic team player and passionate about sharing your knowledge, skills and experience with our dedicated team to facilitate success.

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YOUR KEY COMPETENCIES

We are looking for someone who has significant experience of account management, who is ambitious about raising income, including a successful track record of income generation, and enjoys working as part of a collaborative, ambitious, fast paced and busy team.

Responsibilities:

- Work with autonomy to manage a personal pipeline of existing and prospective Trusts and Foundations to meet and/or exceed income targets
- Manage high volumes of relationships and competing deadlines effectively, supported by organised and accurate database management
- Provide excellent coaching and support to direct line reports and to the wider Development team, ensuring that their submissions are within scope and of high quality
- Secure income and reach targets by presenting funders with compelling funding proposals and carry out ongoing strategic research to identify new potential funders
- Deliver excellent stewardship and comprehensive reports to secure renewals and uplifts from funders
- Work collaboratively with the Development team and Delivery teams to create compelling proposals, impact reports and stewardship
- Foster a culture of learning and best practice across the Development team
- Work collaboratively with senior members of the Development team and the Delivery team to develop propositions for prospective new business opportunities; creating comprehensive engagement and fundraising plans, within scope and budget
- Compose, pitch and present compelling partnership opportunities to prospective new businesses to secure new relationships and leverage income
- Create engaging materials and communications to support Corporate relationships to thrive; enabling internal and external buy-in for Corporate Partnerships
- Be willing and able to work occasional evenings and weekends to support events

Essential Skills, Knowledge and Experience:

- At least three years' experience of managing a Trusts and Foundations pipeline and delivering Trust and Foundation strategies
- Experience of creating and writing fundraising proposals for Trusts and Foundations, leading to successfully reaching income targets and securing multiple five and/or six figure grants
- Experience of working collaboratively with colleagues to manage relationships and a portfolio of Trusts
- Successfully working across organisations to create impact reports for funders
- Excellent attention to detail to ensure that all propositions, proposals, and reports are accurate, comprehensive and clear
- Creating and developing budgets and financial information for fundraising reports and proposals
- Using a fundraising database to manage prospect pipelines, keep donor information up-to-date and ensure GDPR compliance
- Knowledge of charity legislation and fundraising best practice

Desirable Skills, Knowledge and Experience:

- Experience of securing income from Corporate Partnerships through pitching, presentations and composing propositions
- Knowledge of Corporate Partnership engagement opportunities, including payroll giving, sponsorship, employee volunteering etc.
- Experience of coaching and managing others to achieve success in their roles

Other requirements:

- You are able to obtain a clear DBS certification (provided).
- You can provide the details of two references from paid work (referees will only be contacted after a successful interview process).
- You have the right to work in the UK.

Deadline: Sunday 19th September 2021, at 23:59

How to apply:

To apply for this role, please read this job application pack and the below task descriptions carefully. You can then upload your three completed tasks via our online application form by **23:59pm on Sunday 19th September 2021. Please note we are not accepting CVs or cover letters for this role.**

Once you've submitted your application, you will have 24 hours to make any amendments, so please have your three completed task files ready to upload before starting the form. Successful applicants will be asked to attend an interview in the week beginning 4th October.

If you would like to know more about the role or The Cares Family before applying, please contact Catrin Thomas, our current Head of Development at catrin.thomas@thecaresfamily.org.uk

APPLICATION:

Task 1: Work history

Please tell us what your relevant work history is for this role. **Please do not submit a CV.** The information should include:

- Job Title
- The name of your employer
- The dates you started and completed your role (day/month/year)
- A brief outline of the role and your responsibilities

Requirements: Maximum one page. Word document or pdf. Please name your file: [YOURNAME]Task1.

Task 2: Your skills, experience and personal qualities

Please outline why you want to work for The Cares Family and what you think you can add to the team, based on your skills and experience to date.

Tip: We look for transferable skills as well as experience. You may not have had a similar role in the past, but you may have performed similar tasks or have been able to demonstrate the criteria in a different way.

Requirements: Maximum 500 words. Word document or pdf. Please name your file: [YOURNAME]Task2.

Task 3: Write a letter to the Rayne Foundation

You have identified the Rayne Foundation as a prospective donor and have tried to reach out on the phone multiple times without success. Sadly, there is no email address.

You've decided you want to **write a letter** outlining why you think **The Cares Family** would be suitable for consideration, before submitting a full application.

This is the first time The Cares Family has contacted the Rayne Foundation, so you will need to introduce the charity. The letter should include:

- An outline of our work.
- What they could potentially fund.
- Questions you may have for them, to inform a potential full application at a later date.

Why we're asking this: Through this role, you will be responsible for creating personalised applications and communications to Trusts and Foundations to engage them with our work. This is a real task our new Partnerships Manager (Trusts and Corporate) would complete.

Requirements: Maximum of two pages. Word document or pdf. Please name your file: [YOURNAME]Task3.

Please upload your prepared files via our online application form by 11:59 pm on Sunday 19th September 2021. If you have any problems sending your application or have any accessibility needs, please contact Catrin Thomas, our current Head of Development at catrin.thomas@thecaresfamily.org.uk.

We're looking forward to receiving your application, good luck!