



Partnership Manager Income Generation and Marketing





A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Partnership Manager within our Income Generation and Marketing team.

As an organisation, Ormiston Families has agreed that our strategy for the next 3 years is to enable children, young people and their families to feel safer, healthier and more resilient. We also recognise that we need to build the resilience of the organisation, so we are fit to meet the challenges ahead.

Over the next few months we will continue to develop the strategy identifying key objectives for the next 3 years and making necessary organisational and operational changes to enable us to deliver the strategy in the new financial year. We see the recruitment of this post as critical in helping us achieve these objectives.

I wish you the best of luck with your application.

Best regards,

A handwritten signature in black ink, appearing to read 'Allan Myatt'. The signature is stylized and fluid, written over a white background.

Allan Myatt



Our vision

Safe, healthy, resilient families

Our mission

Enabling families in the east of England to build resilience and make choices to improve the life chances of their children

Our values

Collaborative

- Working together with families
- Building partnerships, communities and networks to support families
- Valuing each other to achieve results and improve everything we do

Compassionate

- Listening, so we can understand
- Treating people with respect
- Enabling, recognising and reinforcing achievements

Effective

- Evidencing the impact of our work with families
- Prevention and early intervention being at the heart of our work
- Building resilience to cope and recover from adversity



Ormiston Families is one of the leading charities working with children, young people and families in the East of England. We take early and preventative action to support families to be safe, healthy and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

We have an exciting opportunity for an ambitious partnership manager to join our Income Generation and Marketing team at Ormiston Families. The post holder will ensure the development and growth of the charity in line with goals, objectives and targets outlined in the strategic and operational plans.

About the role

This role will include developing and maintaining long term strategic partnerships, securing funding through contracts and grants and income from statutory and corporate partners. The partnership manager will work closely with the director of income generation and marketing and the wider income generation team, senior operational colleagues to ensure new and current relationships are cultivated and sustained.

About you

You'll have significant experience of working in business development in third sector organisations (ideally winning large bids worth £500k+), as well as a track record of business analysis and service improvement related to opportunities and existing services, development of new products and project management skills. You'll be a talented relationship builder able to negotiate and engage a wide range of funders, as well as motivate and influence internal stakeholders including at senior leadership and trustee level.

The position is full-time, 35 hours per week. The starting salary for this position is £30,510 per annum.

Probationary Period

The post is subject to a probationary period of six months during which your progress will be monitored in accordance with agreed objectives.

Application Process

Applicants must send in a completed online application form; you must demonstrate that you hold the personal competencies required for the role and how you meet the relevant skills, knowledge and experience.

Ormiston Families is an equal opportunities employer. We value diversity and welcome applications from all sections of the community. We ask individuals to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.

Please note: Only successful applicants will be contacted by Ormiston Families



Job Description

Job Title: Partnership Manager
Service: Income Generation and Marketing
Location: Flexible, within the East of England

Job purpose:

To ensure the development and growth of the charity in line with goals, objectives and targets outlined in the strategic and operational plans. This will include developing and maintaining long term strategic partnerships, securing funding through contracts and grants and income from statutory and corporate partners.

The partnership manager will work closely with the director of income generation and marketing and the wider income generation team, senior operational colleagues to ensure new and current relationships are cultivated and sustained.

Main Duties and Responsibilities:

- Act as an advocate for Ormiston Families in promoting our reach and ability to work with children, young people and families to build their resilience and improve the life chances of their children.
- To achieve engagement and business development targets and priorities as determined by the director of income generation and marketing
- Work with the director of income generation and marketing to distinguish other income generation opportunities
- Coordinate the end-to-end delivery of high-quality bids from responses to PQQs, ITTs, requests for funding bids and pitches ensuring all bids are compliant
- To engage and build strong relationships with key existing and potential partners including local authorities, public health teams, NHS, commissioners, funders and project partners
- Write compelling and solution focussed proposals and bids for a range of new and existing stakeholders
- Work with the monitoring, evaluation and learning manager to better understand the sector's needs and develop strategic responses and competitive analyses
- Support the income generation and marketing team and the wider organisation to identify other opportunities for income growth
- To develop a full understanding of the organisation's current and planned service delivery to ensure opportunities are maximised with existing and new funders.
- To continually develop and maintain a thorough understanding of local, regional, sector and potential new market trends
- To act as an ambassador for Ormiston Families and provide a positive and professional image of the role and the organisation
- To work with the operations and marketing teams to review and develop a range of business development marketing material and communications.



The post holder will also

- Contribute to achieving the objectives of Ormiston Families
- Undertake any additional and ad hoc tasks as required
- Participate in team meetings and other meetings as required
- Monitor and evaluate activities and provide written reports
- Represent the charity at external events
- Ensure all records are held in compliance with the GDPR, Data Protection Act 2018 and Ormiston Families' policies



Generic Responsibilities – All Posts/Employees

The following are applicable to all posts and all employees.

General Duties

- To undertake any other reasonable duty, which is appropriate to the grade when requested by Senior Staff.
- To be familiar with and comply with all Ormiston Families policies, procedures, protocols and guidelines.
- To demonstrate an understanding and commitment to the charity's values.

Professional and Personal Development

- All staff must ensure that they are aware of their responsibilities by attending mandatory training and induction programme.
- All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
- All staff will be expected to take responsibility for their own professional development and will be supported to achieve development opportunities as appropriate.

Health and Safety

- All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the risk management policies & procedures.
- All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving service users, carers, staff, contractors or members of the public.

Confidentiality and Information Governance

- All staff may gain or have access to confidential information about the assessment and/or treatment of service users, information affecting the public, private or work-related staff information, or Charity matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.
- All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the Data Protection Act 2018 and the GDPR.



Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

- Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults.

Senior Managers

- Under Section 11 of the Children Act senior managers have responsibility for ensuring that service developments take into account the promotion of welfare and is informed by the views of children and families; providing training on safeguarding for all staff; recruiting safely; ensuring there is effective inter-agency working and information sharing.

Data Quality

- The Charity recognises the role of reliable information in the delivery & development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Charity's policy and procedures for data quality.
- This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of terms and conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.



Person Specification

Education or training

- Educated to degree level in a relevant qualification or equivalent substantial relevant, verifiable experience.

Relevant experience

- Proven track record of leading, developing and winning large complex bids more than £500k
- Experience of working with a range of stakeholders including large trusts and foundations, local authorities and businesses
- Proven experience of working as part of a team and able to demonstrate contribution to group and individual targets

Skills & knowledge

- Advanced IT skills including MS Office products and CRM databases
- Knowledge of working in a not for profit or public sector organisation with a developed understanding of business principles
- Knowledge of the public sector tendering processes
- In-depth research and analytical skills. Able to evaluate and summarise data and write concise, accurate reports
- An excellent understanding of fundraising from trusts and foundations and business
- Excellent written communication skills, including an ability to write clearly, succinctly and accurately, complying with complex funding application guidance
- An ability to establish personal and professional credibility quickly with colleagues across Ormiston Families
- An understanding of the issues facing children, young people and families
- Demonstrable knowledge and understanding of equality issues and legislation and how they impact on our work with children, young people and their families.

Personal competencies

- Excellent relationship development skills with the ability to work collaboratively with a range of internal and external stakeholders
- A strong attention to detail
- The ability to manage a varied workload, work under pressure and to manage competing priorities
- A flexible attitude and the ability to work outside of normal working hours when required
- A full UK driving licence and access to a vehicle
- Values align with those of Ormiston Families



Information about working for Ormiston Families

You may find it helpful to know the following information about this position.

Duration:

- The post advertised is a full-time permanent position, 35 hours per week.

Hours of work and working arrangements:

- The normal working week is 35 hours, Monday to Friday and covers 52 weeks per year.
- You will be required to work flexibly to meet the needs of the organisation including evenings and weekends.

Location:

- The post will be located within the East of England with regular attendance at our central office based in Ipswich.

Progressing through your grade:

- Your salary will rise with the scale by one increment each year up to the maximum of the scale. Increments are awarded annually on 1st April.

Probationary Period:

- The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.

Salary:

- The scale for this post is grade 9 point 33, currently £30,510 per annum
- Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

Benefits & recognition

All benefits are discretionary, and Ormiston Families reserves the right to change or amend benefits at any given time.

Cycle to Work:

- Cycle to Work allows you to order a new bike, equipment or both up to the value of £1,000 which you can pay back through your salary to make tax savings.

Annual leave entitlement:

- The basic annual leave entitlement is 27 days plus additional leave for employees who have completed 3 years' service up to a maximum of 30 days as follows:
- Part-time employees receive a pro-rata allowance according to the number of hours they work per week).

Group Life Assurance:

- Ormiston Families provides a death in service benefit to all permanent employees.

Occupational sick pay scheme:

- Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

**Pension:**

- Ormiston Families provides a Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

Sponsorship:

- Ormiston Families provides sponsorship to employees who have completed their probationary period and been in post for at least 12 months to undertake nationally accredited or chartered certification awarded by professional associations.

Employee Assistance Programme:

- Ormiston Families provides a comprehensive employee assistance programme which offers free and confidential access to telephone and face to face counselling (up to 6 sessions), financial and legal advice and assistance in finding information about a wide range of subjects from childcare to moving to a new house.

The Hive:

- The Hive is a savings platform which can be accessed by employees to make everyday purchases at reduced costs. Employees can save money by purchasing reloadable cards, obtain cashback through online purchases, and make savings in some stores.

The Wellbeing Centre:

- Accessed via The Hive, the Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.



Requirements of the post

Qualifications:

- If short-listed and you are required to hold a particular qualification for a post it is your responsibility to provide the relevant certification, to prove you are suitably qualified.
- Failure to produce documentary evidence of qualifications or undertake required courses/training may result in the termination of your employment.
- If a post requires you to take training or additional qualifications then, by accepting this post, you are agreeing to do the training or take the qualifications.

Medical examination:

- To ensure the post will not have a detrimental effect on your health or your health on your work, you will have to complete a health enquiry form on appointment and may be required to have a medical before the appointment can be offered formally.
- This is to confirm that you are able to satisfactorily carry out the post without any impact on your health (taking account of any reasonable adjustments required).

Immigration, Asylum and Nationality Act 2006:

- Before you can start working for Ormiston Families a check will need to be carried out to ensure you are eligible to work legally in the UK.
- This check will be undertaken in accordance with the Immigration, Asylum and Nationality Act 2006.
- You must supply proof of your entitlement to work in the UK by producing certain document(s) and you will be asked to bring these to your interview if you are shortlisted.
- Further information on working in the UK can be found by clicking on the link below to the UK Border Agency website: Link: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Disclosure and Barring Service (DBS) checks:

- As this position meets the definition of regulated activity under the Protection of Freedoms Act 2012, appointments to this post will be subject to an enhanced DBS check with barred list check
- Employment can commence once the check has been satisfactorily completed.
- If a candidate has a conviction on their DBS check, an assessment of the relevance and impact of the conviction in relation to the post will be done to determine if the job offer can be confirmed.
- It is a serious criminal offence to knowingly apply for posts when you have been barred from working with children/young people and/or vulnerable adults.
- Additional questions for roles working with children, young people or vulnerable adults to be explored at interview
- As this post involves working either with children and young people or vulnerable adults Warner or Safer care motivational type questions may be asked during the interview process.
- These questions are asked to establish your suitability to work with vulnerable groups by understanding your attitude, behaviour and responses to situations.
- The questions will relate to your inspiration for working with vulnerable groups, your ability to build relationships and your resilience when working with such groups and may also explore your attitude to the use of authority.
- If you feel you would find these questions about yourself difficult to respond to then you may wish to reflect upon your suitability for the post.



Transport status:

- If the post requires you to travel as part of your duties, you are responsible for your own travel arrangements.
- Any mileage undertaken on behalf of Ormiston Families will be paid at the appropriate rate and within Her Majesty's Revenue and Customs guidelines.
- If you use your own vehicle for the purposes of work you must ensure that your insurance policy covers you for this purpose.

No smoking:

- Ormiston Families operates a Smoke Free Premises policy.



Standard Terms and Conditions

Probationary period:

- All new employees of Ormiston Families will be required to complete a 6-month probationary period. This may be extended in some circumstances.

Equal opportunities:

- Ormiston Families seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria.
- The gender identity, disability, marital status, ethnic origin, age, pregnancy status, religion or belief, or sexual orientation of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.
- In addition, applicants declaring a disability who meet the minimum (essential) criteria for a vacancy will be invited for interview.

Data protection:

- Ormiston Families is required by law to comply with the Data Protection Act 1998.
- Employees have an important role to play in ensuring that personal information is processed lawfully and fairly.
- Personal information is information relating to a living individual who can be identified.
- It is each individual employee's responsibility to handle all personal information properly no matter how it is collected, recorded and used, whether on paper, in a computer, or on other material.
- Personal information must not be disclosed to others unless authorised to do so.

Notice:

- Once your probationary period is completed, you will be required to give at least 4 weeks' notice in writing of termination of employment dependent upon length of service.
- You are entitled to receive a similar period to the notice you have to give or the minimum statutory provision under the Employment Right's Act 1996, whichever is greater, as set out below:

Grades 1-7:

- Less than 6 months' service: 1 month
- More than 6 months' service: 1 month

Grades 8-9:

- Less than 6 month's service: 1 month
- More than 6 month's service: 2 months

Grades 10-14:

- Less than 6 month's service: 1 month
- More than 6 month's service: 3 months



Application Process

- Applicants must send in a completed application form.
- You must demonstrate that you hold the personal competencies required for the role and how you meet the relevant qualifications, experience, knowledge and skills.
- **Ormiston Families is an equal opportunities employer.**
 - **We value diversity and welcome applications from all sections of the community.**
 - **We ask individuals to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.**
- Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.
- Applications will be considered and those shortlisted for interview will be informed.
- If you have not heard by the interview date we thank you in advance for your interest and ask you to assume that you have not been successful on this occasion.
- The post will be offered subject to satisfactory qualifications, DBS if applicable, references and a satisfactory declaration of health.
- The post will also be offered subject to the production of relevant documents as listed in the Immigration (Restriction on Employment) Order 2004.
- The successful candidate will be asked to provide evidence of identity and qualifications.

Closing date for completed applications: 9am, Monday 3rd May 2021

Any queries, please email: kate.higgs@ormistonfamilies.org.uk