



Empowering adults with learning disabilities to achieve their ambitions.

**Strategic Partnerships and Funding Manager
Candidate Information Pack
August 2022**

Candidate Brief for the position of:

Strategic Partnerships and Funding Manager

A welcome from Denise Largin, our CEO

I am delighted that you might be interested in joining the team at PiP and I hope that what you read in this pack encourages you to find out more.

PiP is an innovative charity in West London which delivers a truly unique level of support and opportunities for people with a learning disability and autism. We work hard to empower our students to become as independent as they can be and live a life of their choice and everyone on the team is a vital part of ensuring that we do more and better for the people we are in the business to serve.

Despite the barriers our students face, PiP works to a vision of a community life where people with learning disabilities are valued for their contribution, creativity, and individuality. Which is why everything we do, aims to increase students' independent living and life skills; promote student choice, voice, and participation; and build student social skills and interactions with the wider community. And we try to do all of this with a strong focus on fun!

We are very proud that despite all the challenges of the past couple of years, we recently moved to a purpose-built new home with superb resources. This is an important new phase for PiP, and we are ambitious to extend our highly successful style of support across London based on the four key student pathways: Independent Living Skills; Creative and Performing Arts; Health and Wellbeing; and Employment and Vocational Training.

For people who want to be part of a supportive and ambitious organisation where there will be opportunities for development and growth. I do hope you will get to meet the team and our wonderful students, see the facilities and learn more about the role and the opportunities.



About Us

Pursuing Independent Paths (PiP) is a local charity in West London, which works together with adults with a learning disability of all ages to help them to gain skills and opportunities and use and amplify their voices so they can live a life of their choice. We achieve this by delivering a person-centred programme of learning that increases skills for independence, health and wellbeing, participation in the community and future prospects.

Our vision is a society where people with learning disabilities are valued for their contribution, creativity and individuality. PiP exists because of structural inequalities in the UK education, health and employment systems.

All of our services work to achieve one of the following 5 outcomes:

- *Increasing independent living and life skills
- *Promoting choice, voice and participation
- *Building social skills and interactions with the community
- *Improving health, well-being and happiness
- *Creating opportunities for progression

It's about continuing education, learning and development – plus fun! – and a strong focus on ambitious outcomes for our PiP students.

'PiP is important to me because it has boosted my confidence, Now I can travel alone,' Lydia

'Great to hear Jade was so useful at the Fruitful event, she seemed to really enjoy herself. Thank you to you and everyone at PiP for providing such a great learning opportunity for Jade it has been awesome' Jade's dad

'I wanted to live on my own so I could be more independent and have the opportunity to be by myself...Before I wasn't sure if I wanted to live independently but now I can do more things that I couldn't do before....It makes me feel proud to be independent" Pam

Please see the following to learn more about our work:

PiP TV YouTube channel - https://www.youtube.com/channel/UCpTiAHguRQnn1y5E_NISu1w

Facebook: <https://www.facebook.com/pursuingindependentpaths>

Instagram: <https://www.instagram.com/pursuingindependentpaths/>

Recruiting a Strategic Partnership and Funding Manager

We are a highly innovative and creative charity delivering a truly unique level of support and opportunities for people with learning disabilities. We have created the new role of Strategic Partnership and Funding Manager to help lead our growth and development strategy and deliver the funding we need to meet our delivery ambitions.

We are looking for someone with proven experience of growing and developing corporate partnerships and a track record of delivering income generation strategy. Our ideal candidate will be entrepreneurial in approach and an excellent relationship manager and networker, used to building partnerships and balancing the needs of diverse, senior level stakeholders – particularly with the corporate sector, where PiP should be more active than currently.

The Strategic Partnership and Funding Manager should thrive on being able to communicate the PiP proposition and have excellent presentation skills. As a senior manager, you will also be able to lead on communication strategy and represent PiP with existing and prospective partners.

PiP's skilled delivery staff work closely with the management and strategic leads, and we are looking for a strong and empathic team leader who is able to build effective partnerships, supporting teams across the business in order to drive income generation and sustainability.

With its recent move to a purpose built new home, PiP enters a new and exciting phase in its development, ambitious to extend its highly successful style of support for people with a learning disability into new areas of London.

Our new building represents an important step on the next stage of our journey and we are currently undergoing a strategic review of the organisation and our ambitions for growth. We are looking for someone who will be keen to join us on this journey and who will be comfortable growing the Strategic Partnership and Funding role as part of PiP's continuing evolution.

Having successfully raised a six-figure sum, which enabled us to move to a larger and fit for purpose facility earlier this year, we're now able to support a larger number of students and a wider variety of needs. We are currently completing a piece of strategy work with the support of an external consultancy to look at the mix of delivery from day time provision to out of hours, in the community and online services, with the overall aim of empowering adults with learning disabilities to achieve their ambitions. These are exciting times, and the incoming Strategic Partnership and Funding Manager will work closely with the management team and CEO to turn our strategy into a business plan to further develop our wonderful work, underpinned at each stage by our core values:

- We are energetic and creative
- We respect everyone's voice and choice
- We give everything our best shot
- We are bold, resourceful and inventive
- We are welcoming and inclusive

Job description

Position	Strategic Partnership and Funding Manager
Reporting to	Chief Executive
Accountable for	Community Fundraiser, Fruitful Coordinator and External Bid Writer.
Location	Hybrid with the potential to work remotely up to 2 days a week. Office in Westbourne Park, London.
Salary	At a range of £45,000 – £48,000 depending on experience
Hours	37.5 hours per week. Working hours are typically 9-5pm, with occasional evenings and/or weekends when working in events, time will be given back in lieu.
Benefits	25 days holidays + bank hols + 1 day for each year worked (up to 30 days in total) 4% pension contribution

Duties and Responsibilities

- Lead on business development strategy and the planning and delivery required to ensure income generation targets are achieved – via a mix of corporate support and sponsorship, grants and trusts applications, major donor gifts, community engagement activity.
- Assist the Chief Executive with development/implementation of the organisation’s strategy and change management programme.
- Line managing the Community Fundraiser to oversee community fundraising strategy/activity and challenge events and drive innovative fundraising activities - providing support with event logistics where required.
- Development of the strategy for Fruitful - our vocational social enterprise and student training pathway – as a means of leveraging corporate support.
- Overseeing external consultants: Grants and Trusts Fundraiser to oversee PiP’s grant portfolio (including leading on the strategy, ensuring the quality of bid submissions and monitoring reports); communications consultant (including leading on the strategy and ensuring the quality and integrity of the PiP brand and proposition, social media and website).
- Along with the whole staff team, to champion and role model kindness, empathy and trust with all internal and external relationships.
- Along with the whole staff team, to be an active part of a culture of support within the organisation which aims to lift others and give voice, agency and equity to all.

Key activities:

1. Business development and income generation

- Develop the income generation strategy and take ownership of the implementation process in order to deliver targets set.
- Oversee all income generation activity – including community fundraising, grants and trusts applications and social enterprise activity.
- Develop a new pipeline of corporate prospects and engage, develop and manage relationships with PiP's current corporate portfolio to drive up support and sponsorship.
- Build the database of contacts and supporters to develop a pipeline of prospective major donors and engage, develop and manage those relationships.
- Review and revitalise the current donor care programme across all funding categories – including regular reporting programme.
- Review and manage the pipeline tracker for all funding categories.
- Build the budget across all income generation activity, keep accurate income and expenditure records and create timely reports for the Finance team.

2. Marketing and communications

- Review and develop the online/offline communications plan and strategy.
- Manage the external communications consultant (whose activities include social media and website content management).
- Ensure the quality and integrity of the PiP brand and proposition while creating marketing opportunities to build the brand and exposure.

3. Fruitful social enterprise

- To work closely with the operational team to promote Fruitful, build the corporate customer base and identify new opportunities for pop ups and events.

4. Miscellaneous other duties

- Work alongside the Chief Executive to develop the overall Organisation strategy and to manage change.
- Take a leadership role internally and maintain exemplary communications with staff, the people we support, families and other partners.
- Undertake financial and operational administration as necessary in support of PiP.

Person Specification

Essential experience

- Proven experience of growing and developing corporate partnerships
- Track record of delivering income generation strategy and the activity required to deliver against targets – to include prospect research, competitive pitching to prospective partners, winning business through bid submissions
- Line management of staff and volunteers
- Setting and managing budgets, working with and presenting financial information
- Track record of building and implementing communications strategy to drive profile and interest in the brand and experienced at overseeing communications online/offline communications activity.
- Computer literate with the capability of using Microsoft Office applications
- Use of fundraising or CRM database.
- Knowledge of GDPR compliance

Essential skills

- Empathy with people with a learning disability and autism
- Strong team player, with practical, hands-on approach and ability to work effectively across different functions, sharing ideas, providing support, etc.
- A leadership mind-set, with a positive, dynamic, can-do attitude
- Ability to build strong relationships across the staff team
- Confident networker and able to build strong, mutually supportive external relationships
- Inspiring and engaging communications skills
- Confident and competent at approaching new business prospects on the telephone, face-to-face and in writing
- Willingness to participate in wide range of fundraising events/activities, including some out of hours
- Ability to inspire and lead a small team

Diversity

PiP values equality and diversity, and welcomes applications from candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

We have a diverse group of students and staff and have been working to match that through our governance structure. Given the challenges of doing this at main board level we are in the process of setting up an advisory board with students and families which will reflect the demographics of our beneficiary group and bring lived experience to bear. Input from the advisory board will then help inform decisions at management board level.

How to apply

Before you start an application for this post, please ensure that you:

- Have read and understood the requirements of the role
- Meet the essential criteria in the Person Specification
- Can meet the expectations of a PiP employee detailed in the Job Description
- Have read through the Candidate Information Pack

Application is by CV and a covering letter which should indicate **why you are interested in applying for the role and how you meet the role requirements**. Please ensure that you provide specific examples to demonstrate your competencies, achievements and skills addressing the specific criteria set out. We recognise that your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job.

Please send this to Bernice Rook at our recruitment partners [Eastside Primetimers](https://www.eastsideprimetimers.com) at recruitment@ep-uk.org. If you would like a call to discuss the role in more detail, with Bernice, please email her to arrange a convenient time.

The closing date for applications is **Monday 17th October** and shortlisting telephone or online interviews will take place that week and the week after. Interviews with PiP will take place early November.

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

This post will require a DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.

