



Partnerships Account Manager

Vacancy 1 – Permanent

Vacancy 2 – Fixed Term Contract (12 months)

Applicant Information Pack



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About us

We're Scouts and everyone's welcome here. All genders, races and backgrounds. Every week we give almost half a million people aged 6-25 the skills they need for school, college, university, the job interview, the important speech, the tricky challenge and the big dreams: the skills they need for life. At a time when communities are becoming more divided, we bring people together. We encourage our young people to do more, learn more and be more. We're a worldwide movement, creating stronger communities and inspiring positive futures. We welcome talent from all backgrounds and your contribution to help even more young people succeed in life.

Tim Kidd, UK Chief Commissioner

Matt Hyde, Chief Executive



Our Values

Integrity

Respect

Care

Belief

Cooperation

Our strategic plan

By 2025 we will have prepared more young people with skills for life, supported by amazing leaders who deliver an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

Society is changing. In often fragmented communities, the pressures and expectations on young people are increasing. The future is uncertain. Scouts has never been so important in helping young people prepare for the future, developing the skills they need to succeed in a changing world. Each week almost half a million young people enjoy fun, friendship and outdoor adventure. They develop a sense of optimism and strong values as well as the leadership and team working skills that are more valuable today than ever.

Our movement achieves remarkable things. We have continued to grow for 13 consecutive years. Our previous plan, 'Scouting for All', inspired new Groups and sections to start in an additional 834 areas of deprivation since 2013. We now help over 462,000 young people aged 6-18 (including 102,000 girls) get the best possible start in life. Our social action campaign, A Million Hands, has enabled over 200,000 young people to make a positive contribution in their local communities.

Now we want to go further. Skills for Life is a strategy that supports and empowers our volunteers who are the people that make Scouts a reality. It's a strategy to bring communities together and contribute towards a better society. But most of all, it's a strategy for young people. They deserve the best skills, the best support, and the best possible futures.

Skills for Life

Our plan to prepare better futures 2018-2025

Our vision
By 2025 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme.

We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

Our mission
Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

Our values
We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.

Our goals
By delivering this plan we will achieve the following goals against our four objectives:

| Growth | Inclusivity | Youth Shaped | Community impact |
|---|--|--|---|
| <ul style="list-style-type: none"> - 50,000 more young people - 10,000 more Section Leaders - 5,000 more Young Leaders | <ul style="list-style-type: none"> - Our volunteers reflect the demographics of our society - In 500 more areas of deprivation | <ul style="list-style-type: none"> - 250,000 young people shape their experience at Scouts each year - Half of our young people achieve top awards | <ul style="list-style-type: none"> - 250,000 young people making a positive impact in their local communities each year - Half of our young people achieve top awards |

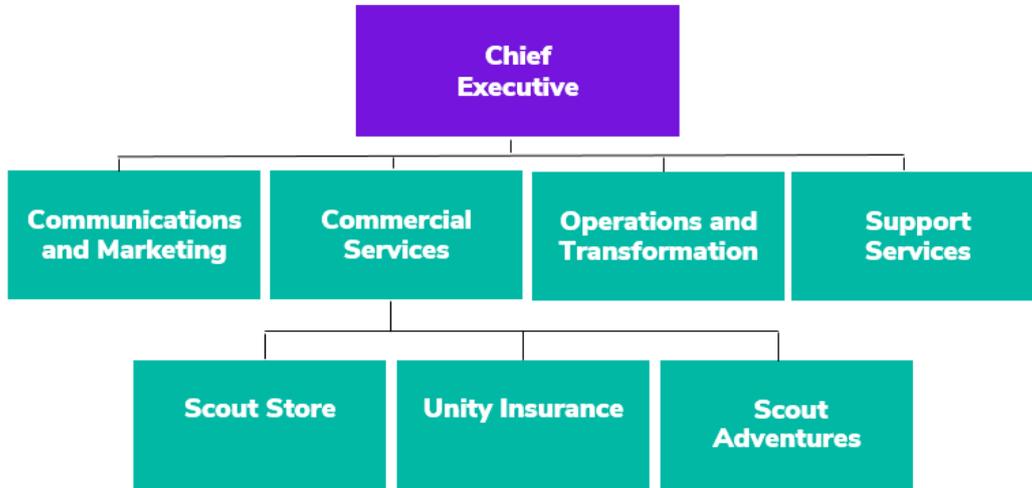
Our four pillars of work
To support the movement to achieve these objectives, we will focus on four pillars of work:

| Programme | People | Perception | Protect |
|--|--|--|--|
| A fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools. | More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds. | Scouts is understood, more visible, trusted, respected and widely seen as playing a key role in society today. | Scouting survives COVID-19 and those parts of the movement and communities made vulnerable by the crisis are properly supported. |

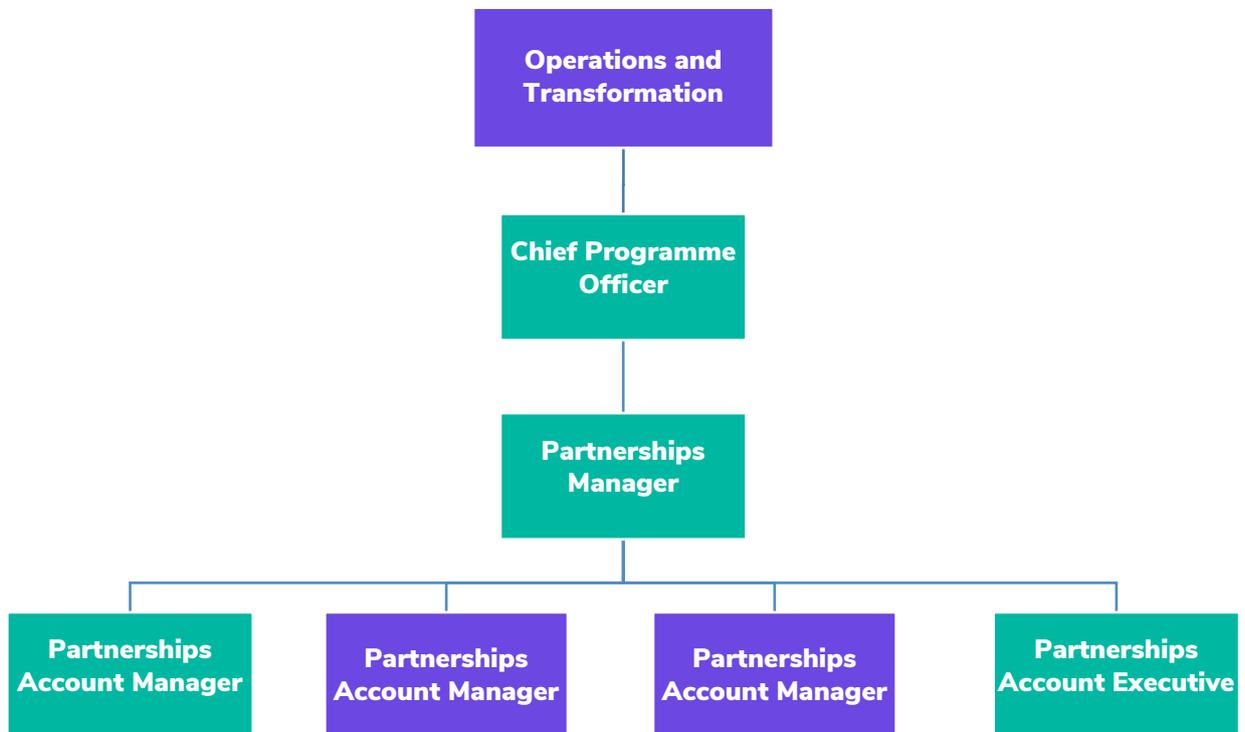
'I believe that Scouts empowers young people. It gives them skills to achieve the remarkable, and opportunities to develop a deeper understanding of the rapidly changing world.' Tim Kidd, UK Chief Commissioner

The Scouts Structure

The UK headquarters of the Scouts is based at Gilwell Park, Chingford, London, and is operationally divided into four directorates



Team Structure Chart



Job Description – Partnerships Account Manager

| | |
|--|---|
| Responsible to: | Partnerships Manager |
| Department: | Strategic Funding (Operations and Transformation) |
| Base Location: | Gilwell Park – Hybrid working |
| Term: | Permanent |
| Salary: | £35,354 Band F Level 3. (Inclusive of London outer weighting) |
| Hours: | 35 hours per week |
| Line Management Responsibility: | None |
| Budgetary responsibility: | Support the management of circa £250k income annually, securing income from corporate partners, grants, trusts and foundations. |
| Internal Relationships: | Strategic Fundraising, Senior Leadership Team, Operations and Transformation Directorate, Strategy Delivery (Volunteering) Team, Communications Directorate, Team UK, Volunteer People Team, Project Management Office, Programme Sponsor, Board members, Project Leads and wider association staff and volunteers, |
| External Relationships: | Corporate partners staff such as senior managers, CSR teams, marketing, HR and professional services. Funders, senior officers within partner/sector organisations, senior colleagues in Grant, Trusts and Foundations |
| DBS: | Basic |

The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the post holder may be required to liaise.

Core Purpose

You will be part of a dynamic fundraising team, supporting our growing portfolio of Corporate Partners and Trusts and Foundations. Working within the Strategic Funding team, your role will maintain, develop and secure a portfolio of partnerships and funders that contribute to the strategic objectives of Scouts, including targets of £1m net of unrestricted and £1m net restricted funding for the coming year.

Key Accountabilities

Account and Stakeholder Management

- To develop and manage designated corporate partnerships or funding organisations, developing individual relationships to ensure sustainable revenue streams for The Scouts.
- To develop and manage delivery of KPI's and objectives for your partnerships for mutual benefit.
- Day to day account management including but not exclusively
 - Preparation and delivery of contractual agreements.
 - Analysis and reporting when required, including ROI and Social Impact reports.
 - Forecasting and invoicing all income efficiently.
 - Developing and maintaining clear account plans for all partners.
 - Tracking and recording all relevant paperwork and activity of partnerships.
 - Manage and contribute client information/content for any promotional activity.
 - Attend internal and external meetings with funders/partners, plus regular contact via phone and email.
 - Look for creative solutions to maximise opportunities, to develop and grow partnerships
- Ensure all partnerships are consistent with Scout's principles and corporate guidelines at all times.
- Attend appropriate stakeholder and networking events.
- To lead cross –departmental project teams where necessary.

Trust and Foundations

Working closely with the Strategic Funding Manager you will work to:

- Identify and cultivate potential funding
 - Produce successful bids and applications,
 - Manage partner relationships and maximise a warm portfolio of donors including several large multi-year funders, seeking to extend their support wherever possible.
 - Write reports, evaluate impact and share learning across the organisation
 - Ensure funded projects are delivered effectively, within agreed timescales and to budget, with timely reporting to funders. This will involve supporting, monitoring and challenging colleagues (including senior colleagues) as opposed to operational delivery by the Strategic Funding team itself.
 - Ensure all externally funded projects are properly evaluated by relevant colleagues, and converted into resources that can be used by our membership to increase the impact and legacy of external funding.
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Internal Communications

- To ensure through regular meetings and communication that all relevant departments and volunteers in The Scouts are updated on your activities across new applications or account management.
- To keep abreast of all of the latest Scout news and to be proactive in identifying internal opportunities for new or existing partners/funders.

Other

- To support the wider Operations and Transformation objectives and strategy.
- Any other duties commensurate with the grade of role.

Safeguarding rules – Yellow Card

We are a youth organisation who takes safeguarding seriously. The post holder agrees to comply at all times with the safeguarding rules as set out on The Scout Association's yellow card, [which can be found here](#). This is shared with young people and carers, as well as employees, so everyone knows our rules of engagement.

In order to comply, stringent vetting procedures take place including checking against an internal database to assess suitability and also Basic/Enhanced DBS checks as required.

Person Specification

A results-driven and proactive person with a broad skillset including the ability to manage personal relationships, spot opportunities and to write applications with flair and insight to gain further funding to reach our strategic objectives. Creative yet organised to manage a varied workload, you must be a strong team player with a passion to help young people build skills for life.

Experience

- Experience of working with partners across charitable, private or public sectors.
- Experience of managing key accounts to a high standard, delivering key objectives in a timely manner.
- Experience of producing powerful and compelling fundraising proposals and reports, securing and maintaining funding from trusts, statutory or commercial funders.

Skills, Abilities & Knowledge

- Proven ability to build strong relationships with, and influence internal and external stakeholders at all levels.
 - Excellent written, presentational and verbal communication skills.
 - Ability to manage and prioritise a diverse workload to meet tight deadlines
 - Good finance skills for accurate budgeting.
 - Knowledge and proficient use of Microsoft Office packages and data collection
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- Essential: Educated to GCSE Level or equivalent, including English and Maths.

Values & Personal Qualities

- A confident, personable and professional manner when working with both internal and external contacts
- A self-motivated, resilient, highly organised and enthusiastic attitude towards a varied workload
- Demonstrable experience of maintaining up to date knowledge of your employer and ensuring that it carries through to all areas of your work
- A willingness to learn and share your knowledge with the wider team.
- An appreciation and enthusiasm for the positive community impact the Scout Movement has.

Other essential criteria

- Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment.
- Routine business travel as required which may include some weekend work and overnight trips

Competency Framework

- Competency level 3

Benefits

We've got some great benefits

Holiday Entitlement: On top of your generous 25 days annual leave we give you up to three extra days off between Christmas and New Year. And that's not all, holiday goes up to 28 days after 2 years' service and 32 days after 5 years' service (pro rata for part time staff)

Looking after your health and well-being

Simply Health scheme: Optical, dental and many more appointments covered, as well as great gym and family days out discounts.

Sickness absence: Once you're three months in, we have generous sickness pay, above the statutory.

Wellbeing walks: Scheduled once a month at Gilwell Park, this a great chance to take an hour out of work to walk in the beautiful countryside with colleagues, taking in the fresh air.

Looking after your future

Pension Scheme: We look after your future. You will have been automatically enrolled into The Scout Association's Group Personal Pension Plan, contributing 3% of your qualifying earnings. The Scouts will contribute double at 6% of your qualifying earnings on auto enrolment. You can increase your contribution at any point and we will double your contribution up to a maximum of 10% of your gross salary.

Looking after your family: Your loved ones will receive four times the basic salary if you pass away while employed by us.

Getting to and from work

Car parking: Parking is free at all our sites.

Minibus Service: When working at Gilwell Park, a minibus can collect you at various times from Chingford Station and drop you back at various times.

We are proud to be a family friendly employer

Personal Days: Up to four personal days paid leave a year.

Maternity/Paternity Leave: We pay maternity leave above the statutory minimum requirement.

Start and finish time: Employees can apply for some flexibility on their start and finish times of work.

Making your money go that little bit further

Scout Store purchases: You can buy Scout Store merchandise with a discount of 25% on certain items.

Online benefits portal: Our online benefits portal allows you to tailor make your own benefits package.

Developing yourself and others

Study and volunteer leave: Special leave includes paid leave for volunteering and study leave.

How to apply

Before making an application please ensure that you have read the Recruitment and Selection policy:
<https://scouts.org.uk/media/1009429/Recruitment-and-Selection-Policy.pdf>

You can read more about working at Scouts here: <https://scouts.org.uk/about-us/jobs/working-at-the-scouts/>

We would be grateful if you would also complete the Recruitment Monitoring questions on the Application Form. Our Equal Opportunities policy can be found here: <https://www.scouts.org.uk/por/2-key-policies/equal-opportunities-policy/>

The interviews dated will be confirmed after shortlisting.

If you would to discuss the role in more detail, please contact Recruitment@Scouts.org.uk

To submit an application, please use this Smartsheet Link:

<https://app.smartsheet.com/sheets/79gjH8QQVCW9fJPJjpgW44jMCjfCGrmpfXjmgXv1?view=grid>
