



Marie Curie Job Description

Job title:	Community Corporate Programme Manager
Department:	Community Fundraising
Reports to:	Head of Community Fundraising UK
Location:	Ideally Vauxhall, London but other Marie Curie Office locations considered

Job Purpose/Summary

Marie Curie is the largest charitable funder of end of life care in the UK. With an ambitious five-year strategic plan. It is an exciting time to join Marie Curie as we aim to deliver more for people living with terminal illness across the UK.

The Community Fundraising department is beginning fundraising work with local and regional businesses in a more consistent and structured way. We are seeking an enthusiastic, self motivated person with a Corporate Fundraising background to lead, develop and support this programme of activity UK wide to deliver a new income stream for the charity.

In addition to possessing superb organisation, planning, and programme management skills, you will need a good eye for detail enabling you to set up robust systems. You will need good communication skills to engage a range of internal stakeholders and confidence in dealing with corporates at all levels.

This role would be ideal for someone who who enjoys setting up new programmes and who is happy to juggle a diverse and often fast paced workload.

Key Relationships

Internal

Community Fundraising Team, Partnerships and Philanthropy Team, Communications Team, Digital Team, Database Team, Fundraising Operations Team, Legal Team.

External

National companies offering regional opportunities. Regionally based Companies

Accountabilities (Duties & Responsibilities)

1. Together with the Community Fundraising Management team create and oversee the delivery of a Community Corporate strategy for Community Fundraising.
2. Put in place robust guidelines, operational processes and systems for Community Fundraiser use to record partnerships developed and income raised and ensure these are well communicated and followed by the Community Fundraising team.
3. Work with the database team to create a consistent way of capturing and managing data efficiently.
4. Create management reporting and provide regular analysis on the progress of the programme.
5. Produce annual budgeting and forecasting guidance for the Community Corporate programme.
6. To create new, vibrant and exciting web pages for regionally based businesses to enquire, register and get in contact about supporting the charity.
7. To create, maintain and develop a “toolkit” of resources that will equip and enable Community Fundraisers to make effective approaches to regional corporates and steward any subsequent partnerships won.
8. To be the day to day link person between the National Partnerships team and the Community Fundraising team answering questions and passing on leads and working together when a joint approach is needed.
9. Be the “go to” person for the Community Fundraising team and any other internal stakeholders on all matters relating to the Community Corporate programme.
10. Research and maintain records on national companies where a local approach is needed and provide guidelines and templates to the Community Fundraising team on how best to make these approaches.
11. Research and flag up opportunities to the relevant Community Fundraising Team Member on potential new partnerships or when relevant make approaches personally on behalf of Community Fundraising overall.
12. To keep a watching brief on other charities’ activity, looking for opportunities and potential for development.
13. To ensure that all work matches our national strategies and is carried out in accordance with Marie Curie policy and procedure and UK law which will involve keeping up to date with GDPR and sector best practice

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



Marie Curie Person Specification

Job title: Community Corporate Programme Manager

Criteria	Essential	Desirable
1. Skills/ Abilities	<p>Strong verbal, written and presentation skills with the ability to communicate and negotiate with a wide range of audiences and stakeholders</p> <p>Ability to use initiative and work independently</p> <p>Creative thinker who can come up with innovative ideas</p> <p>Excellent organisational, multi-tasking and administrative skills</p> <p>Strong data and analytical skills to provide robust reporting and input to future strategies.</p> <p>Robust, confident 'can do' attitude that thrives on challenges and calm under pressure</p> <p>Ability to build strong relationships – both internal and external</p> <p>Tenacity, resilience and self motivation</p> <p>IT skills, including Word, Excel, PowerPoint, email and database</p>	Social Media skills
2. Qualifications/ Education/Training	Educated to A level standard or equivalent	Marketing or Fundraising qualifications.

3. Experience	<p>Experience of working in Corporate Fundraising role.</p> <p>Experience of Programme or Project Management</p> <p>Experience of writing proposals and making applications.</p> <p>Experience of managing relationships with multiple stakeholders.</p>	<p>Experience of working in a Community Fundraising role.</p> <p>Experience of CARE database.</p> <p>Experience of working on Charity of the Year type partnerships.</p> <p>Experience of budget setting and forecasting.</p>
4. Other	<p>Willingness to work occasional unsocial hours.</p> <p>Demonstrable interest in the charitable scetor</p>	

TERMS & CONDITIONS

Job Title	Community Corporate Programme Manager
Salary Scale	Marie Curie – Range D
Salary	£ 26,000 - £32,000
Annual Leave Entitlement	25 days per year, plus bank holidays
Working Hours	35 hours part-time hours might be will be considered
Notice period	Two months

Other benefits

- Stakeholder Pension Scheme
- Season ticket loan
- Bike Loan
- Satellite Navigation Loan
- Computer Loan

Closing Date: Friday January 17 2020

Interview Date: Thursday January 30 2020