



## Job Description and Person Specification

### Corporate Partnerships Manager

#### The headlines

We urgently need to balance the needs of all people with the needs of our planet. To achieve this, the Engineers Without Borders UK movement is working to put global responsibility at the heart of engineering, to ensure a safe and just future for all.

We are now recruiting a Corporate Partnerships Manager to build purpose-aligned partnerships, securing income for the movement and enabling us to influence engineering practice.

**Responsible for:** Implementing and evolving our income generation strategy through purpose-aligned partnerships.

**Location:** London, UK

**Type of post:** Full or part time (4-5 days/week), 18 month contract

**Salary:** £34-38k per annum depending on experience (pro rata'd)

**Leave:** 24 days per annum, plus public holidays and 27-31 Dec

**Pension:** Up to 5% matched employer contribution to workplace pension scheme

**Application deadline:** Midnight (BST), Sunday 25 July 2021

**First stage interview:** Wednesday 4 or Thursday 5 August (virtual)

**Second stage interview:** w/c Monday 9 August (tbc)

#### Engineers Without Borders UK

Our planet is in a perilous position. We are draining natural resources, destroying ecosystems, and to avoid further climate crisis, emissions must drop drastically in the next decade. Meanwhile, there continues to be vast inequality across the world, with millions of people still without their basic human rights met.

Engineering has played a significant role – both good and bad – in getting humankind and the planet to where we are today. Now, we must urgently tackle numerous global challenges if we are to ensure a safe and just future for all.

In May 2021 we launched our 2021-2030 strategy, '[Reaching the tipping point for globally responsible engineering](#).' This strategy provides a strong, persuasive plan to put global responsibility at the heart of engineering.

As society moves towards the deadline to meet the UN's Sustainable Development Goals (SDGs), we will inspire the engineering community to commit to global responsibility. We will upskill, equipping people to put purpose into practice. And we will drive change, collaborating with companies, universities and a wide variety of organisations to accelerate globally responsible

engineering becoming mainstream. By 2030 we will build a movement of over half a million people, powerful enough to radically transform the culture of engineering.

It is an ambitious strategy but the scale of the challenge demands this. By bringing together thousands of people and organisations, we will develop unstoppable momentum towards achieving social and environmental justice through engineering.

## Job description

This decade is crucial and the changes we need to see in the engineering industry to achieve social and environmental justice cannot wait. To achieve our strategy, we must secure income to deliver on our commitments and ambition, and collaborate with organisations to enable globally responsible engineering to become mainstream.

The majority of our income is achieved through [strategic partnerships with organisations](#) within the engineering sector. Through these we aim to build a resilient portfolio of income whilst collaborating to achieve our goals of inspiring, upskilling and driving change in the sector. The Corporate Partnerships Manager will take a leading role in this activity, building on Engineers Without Borders UK's reputation in the engineering sector and growing partnerships to secure income alongside wider reach and influence. This is an exciting opportunity to play a key role in unlocking the potential of our strategy.

Working closely with our Head of Sustainable Growth and Head of Engineering, you will identify prospective partners within the engineering sector and develop lasting partnerships that maximise income generation and deliver on our shared purpose. You will collaborate with the wider team to develop partnership offers that align with our priorities, deliver on commitments and showcase the impact of our partnerships. You will also work with peers from Engineers Without Borders organisations around the world in order to seize international funding opportunities and support collaboration across the global movement.

In this role, your primary responsibilities will cover:

- **Evolving our income generation strategy:** supporting the development of our income generation strategy and annual plans; devising creative and resilient plans to deliver on income targets; providing monthly and quarterly reports on progress against targets, supporting reforecasting as required.
- **Securing purpose-aligned partnerships:** managing and growing a pipeline of prospective partners relevant to Engineers Without Borders UK's purpose and activities and in line with our ethical due diligence guidelines, primarily with engineering companies and organisations within the engineering sector. This includes: identifying and researching prospects; working independently and with colleagues to develop inspiring and mutually beneficial partnership offers; producing high-quality, relevant partnership materials and pitches; delivering powerful presentations; completing relevant due diligence; recording pipeline performance data and evaluating success.
- **Delivering mutually beneficial partnerships:** managing, growing and showcasing secured partnerships; continuing to work with colleagues to ensure we deliver high-quality partnership activities and meet partnership commitments; supporting partners by providing regular engagement opportunities and updates, developing and delivering presentations to engage stakeholders across the partner organisation; producing relevant and exciting

reports to showcase impact of partnership with partners; recording partnership performance data and evaluating success.

- **Securing support from Trust & Foundations:** managing and growing a pipeline of prospective Corporate and Charitable Trusts & Foundations relevant to our purpose and activities and in line with our ethical due diligence guidelines. This includes: identifying and researching prospects; creating meaningful case(s) for support and using these to produce informative and inspiring applications; completing relevant due diligence; recording pipeline performance data and evaluating success; ensuring relevant reports and data are provided to funders when we are successful.
- **Seizing international funding opportunities:** identifying opportunities to establish new and grow existing partnerships to support the wider global movement of Engineers Without Borders; collaborating with peers in Engineers Without Borders organisations to develop partnership offers that benefit all involved and pitching these to relevant funders; ensuring partnerships are managed well and funders have a positive experience; supporting the Head of Sustainable Growth and Engineers Without Borders International's Global Funding working group to develop a model and guidance to drive this forward.

As part of a small effective team, you will also be expected to contribute and provide support to others in the overall improvement of the organisation. This is a great opportunity to develop broader skills and experience as part of your professional growth as well as being part of a supportive, dependable team.

## Person Specification

To ensure you're the right person for the role and can achieve success for yourself and Engineers Without Borders UK, we think that the following skills, expertise and attitudes are essential for the role of Corporate Partnerships Manager:

- Passionate about making a positive difference to people's lives and the planet, and you see how engineering has a role in this.
- Experience of growing and managing a portfolio of successful partnerships (from either a fundraising or commercial background).
- Experience of taking a leading role in securing new partnerships.
- An excellent communicator and influencer, a confident presenter and networker, with the ability to represent Engineers Without Borders UK externally to a variety of audiences.
- Strong interpersonal skills with ability to engage senior stakeholders and decision-makers, identifying what they are interested in and matching that with how they can support Engineers Without Borders UK and play an active role in the movement.
- The ability to work as part of a team and on your own initiative, being proactive in developing partnership offers and collaborating with colleagues to identify prospects and deliver high quality partnership activities.
- Creative with an eye for detail, completing all tasks to a high-standard including prospect research, proposals and impact reports.
- An understanding of the need for thorough partner due diligence to protect an organisation's integrity.
- Commitment to Engineers Without Borders UK's purpose and values.

And if we were putting together our ultimate wish list, we'd also include the following. But these can be learnt on the job so we're highlighting them as desirable and/or your development opportunities with us:

- Good understanding of charity and corporate partnerships and up to date on latest trends.
- Experience of carrying out due diligence and presenting recommendations based on findings.
- Experience of developing and delivering partnerships that involve multiple organisations.
- Experience of identifying relevant Charitable Trusts and Foundations, developing proposals and reporting in line with requirements.
- Experience securing six-figure partnerships.
- Experience with organisations focused on social and environmental justice or sustainability.
- Knowledge of engineering and technology and how it impacts on human development, either through educational qualifications and/or through own study and interest.

Experience of GSuite, Microsoft Office, monday.com and Mac OS would be an advantage upon appointment but we can teach you how to use these.

## Our team

We believe that the performance of our team is dependent on a diverse group of people coming together under a common purpose with shared values and principles. The following behaviours are expected of everyone, including our Corporate Partnerships Manager:

<p><b>Passionate about our purpose</b> Is driven by deep feelings and motivations but recognises the bigger picture and is not self-righteous or judgmental of others.</p>	<p><b>Inquisitive</b> Is willing to learn and contribute with a curious mind and constructive thoughts and feedback.</p>
<p><b>Creative</b> Able to bring new ideas and approaches and has an opportunity driven mindset whilst recognising the importance of focus and clear direction.</p>	<p><b>Professional</b> Acts with integrity, recognising role as an ambassador for Engineers Without Borders UK. Well organised, punctual and self-motivated, delivering work to a high standard.</p>
<p><b>Team Player</b> Caring and supportive of others, keen to nurture the growth of others whilst maintaining awareness of self and personal development.</p>	<p><b>Open and inclusive</b> Open to the ideas and suggestions of others. Willing to encourage the insight of others and invite challenge to your own thinking.</p>
<p><b>Respectful</b> Aware of diversity and respectful of different opinions, always assuming positive intent and working with others to find common direction. Able to follow and respect decisions, as well as make decisions that are respectful of others.</p>	<p><b>Dependable</b> Trustworthy and genuine, reliable and self-disciplined, doesn't over-commit or set unrealistic expectations, is sure to communicate challenges so that they can be dealt with in a timely manner.</p>

# Working for Engineers Without Borders UK

We know our staff are driven by our cause, but we also know that to attract and retain the very best talent and maintain a high performing environment, our culture, working practices and your employment package are important.

## Our culture

We value a positive working environment for everyone on our team. You can expect support throughout your employment with us including an induction, regular feedback, appraisals, weekly team meetings and peer nominated recognitions.

## Working time, place of work and travel

We value what you deliver so your performance in this role will be judged on results. However, this position comes with a commitment of 37.5 hours per week for full time or 30 hours per week for part time (.8FTE). We operate flexible working hours around a core hours expectation of 10am - 4pm on working days (Monday to Friday) when you're not out and about supporting the movement. This core hours expectation ensures we can work together effectively as a team as well as enabling us to be supportive of any personal commitments you may have outside of work. At the current time, due to the coronavirus pandemic, our team is working from home in line with Government recommendations. We are planning a phased return to the office in London and all staff are expected to return to office working when appropriate, in line with our safe working guidelines and when they are comfortable to do so. We will trial a blended working approach for three months once restrictions are lifted, with a minimum expectation of 25% of your time in the office. The success of this will inform the future working environment.

There will likely be some evening and weekend work, and travel within the UK with some nights away from home. In recognition of this, we operate a Time Off In Lieu (TOIL) system for 'Out of Hours' work to help you keep a work-life balance.

## Your employment package

We are committed to ensuring that our salary and benefits are in line with the standards of our sector to ensure that we remain competitive. For the Corporate Partnerships Manager:

- The starting salary is £34,000-38,000 (pro rata'd), depending on your experience. This is an 18 month, full time contract.
- You will have access to our workplace pension scheme that is compliant with new auto-enrolment legislation and is also enhanced: we will match contributions of up to 5% of salary.
- You will have 24 days annual leave plus public holidays plus the period 27-31 December.
- You will be able to take up to two days additional leave per year to volunteer for other charitable causes.
- You will have access to a Staff Development Scheme in support of continued professional development towards membership of a professional body relevant to your role.
- You will have access to our Employee Assistance Programme; for confidential 24/7 support from an experienced therapist or advisor and through our online health portal.
- We offer enhanced parental leave and sick pay and you can also join a Bike to Work scheme.

## Diversity, inclusion and equity

Engineers Without Borders UK is guided by a [set of principles](#) that we believe will help ensure that all viewpoints and knowledge are heard, included and respected.

We want to make the recruitment process as inclusive and accessible as we can. We have tried but we know that there might be more that we can do, particularly for those who have experienced exclusion, disadvantage or discrimination, or if you have particular accessibility needs. We would be happy to provide any further support that you may require - please get in touch with us via [hr@ewb-uk.org](mailto:hr@ewb-uk.org) and we can think together about how to make this process easier for you.

We especially encourage applications from people of colour, LGBTQ+ people (we are a trans-inclusive organisation), people with disabilities, and people who have experienced other exclusion or marginalisation.

## To apply

We know that applying for a job is a two-way process - you will want to find out about us as an organisation just as much as we want to find out about the skills, knowledge and abilities that you could bring to Engineers Without Borders UK.

If you have any questions or would like to discuss the role and organisation before you submit your application please contact Jenny Munday (Head of Sustainable Growth) on [jenny.munday@ewb-uk.org](mailto:jenny.munday@ewb-uk.org)

## Your application

To apply for the role please send a CV (two pages maximum) and a covering letter (up to two pages) to [jenny.munday@ewb-uk.org](mailto:jenny.munday@ewb-uk.org). Please outline clearly in your covering letter:

- Your reasons for wanting to join the team at Engineers Without Borders UK
- How you meet the role description and person specification
- A partnership you have developed that you are particularly proud of, detailing your role and achievements.
- Your availability to be interviewed during the week of 2 August 2021 (virtually)
- Your eligibility to work in the UK
- Where you saw the role advertised

## Recruitment information

- We receive high volumes of applications for all roles so, to keep administrative costs to a minimum, we will only contact short listed candidates.
- Engineers Without Borders UK has a legal responsibility to ensure that all its employees have the right to live and work in the UK. An offer of employment will be subject to the organisation verifying that you are eligible to work in the UK.
- Engineers Without Borders UK is committed to selecting candidates for employment based on aptitude and ability, irrespective of gender, race, ethnic origin, disability, nationality, sexuality, religion or belief, marital status or social class.
- Please refer to our [Privacy Policy](#) for details of why and how we collect and store your data.