



**Head of Partnerships:  
Job Description and  
Application pack**



**PETER JONES  
FOUNDATION**



## THE ROLE

### Title

**Head of Partnerships**

### Purpose of the Role

The Head of Partnerships will take a leading role in securing a balanced and sustainable funding mix to support the delivery of the Peter Jones Foundation's strategy, securing funding and sponsorship from corporate foundations and individual donors and nurturing partnerships that are sustainable and with mission-aligned organisations.

The role will also take responsibility for managing relationships with key stakeholders including businesses, individual investors and entrepreneurs. There will be a focus on driving the growth of our network by identifying and developing new partnership opportunities that align to the charity's mission, with a focus on partners who will generate income, support in-kind and enable delivery of PJF's priority activities and programmes.

The Head of Partnerships will report into the Managing Director and be integral to the Foundation's leadership team. As such, the role will play a vital part in shaping and delivering a strategy to grow the Foundation's impact and increase its influence in the enterprise and entrepreneurship landscape. The position will line manage a Community and Events Executive and, in this capacity, will have oversight of PJF fundraising events. The position will also have oversight for external communications, with day-to-day marketing and social media being handled by an intern. In time, the ambition is to build a well-resourced partnerships and fundraising function under the leadership of the Head of Partnerships.

### The Person

This is a leadership role and will suit a great communicator and networker who can be a strong external voice for the charity, building our external profile, for example, at conferences and events as well as through the media. You will have 4+ years experience leading financial and in-kind partnerships, gained from a non-profit, start-up, social enterprise or similar. You will know your way around PowerPoint, be able to influence stakeholders at all levels and have proven knowledge in identifying great mission-aligned partnerships and managing ongoing relationships. We believe in hiring great people and letting them thrive, so it is essential that you are as comfortable driving forward independently as you are in a team helping to inform our strategy. In addition, we are looking for someone with a good understanding of the start-up landscape, a genuine interest in entrepreneurialism and a passion for supporting the business founders and leaders of the future.

### Key Responsibilities

- Lead the development and implementation of a sustainable strategy for growing fundraised income to support PJF's strategic priorities.
- Identify and build relationships with key external stakeholders to enable the sustainable growth of the organisation including identifying appropriate organisations to sponsor key programme strands
- Oversee the development of the communications, fundraising and marketing operational plans and ensure they reinforce and support each other to deliver PJF's overall strategy.
- Lead, motivate and manage the Partnerships and Fundraising team - line managing the Community and Events Executive – creating a positive, innovative and high performing culture
- Support the Community and Events Executive to deliver a minimum of two fundraising events a year.
- Ensure that external stakeholders are engaged with EntFest, PJF's annual festival of enterprise, and the event fulfils its potential as a showcase for PJF's work and a platform to engage prospective partners.



- Support the integration of partners into programme resources and the Tycoon platform including corporate employee engagement through mentoring and workshops, working closely with the Head of Programmes.
- Oversee marketing and communications with effective delegation of tasks to PJF team, including marketing and communications intern.
- Work with Community and Events Executive to develop and manage regular partner-orientated events such as breakfasts and receptions.
- Compile partnerships papers for board of trustees and on occasion present to board
- Represent PJF at external networking events and conferences, being a strong voice for the charity and helping to build our profile.

### Key Behaviours

- Bright, self-motivated and driven
- Loves networking opportunities and getting people on board
- Able to work autonomously
- Highly creative and full of ideas
- Passionate about supporting young people and the importance of enterprise education
- High sense of personal responsibility
- Analytical and inquisitive, with excellent attention to detail
- Articulate, with first class presentation skills
- Reliable, flexible and cooperative
- Professional
- Able and willing to work outside normal office hours when necessary
- Personable and approachable, with an enthusiastic and motivational nature
- Passionate and knowledgeable about entrepreneurship and the enterprise eco-system
- Passionate and driven to support young people in achieving their potential

### Reporting to

Managing Director

### Location

Based from our London (nr Baron's Court) or Marlow office, with expectation of some national travel and option to work from home up to 3 days a week and where practical.

### Package

£45,000. Excellent benefits including: flexible working, company pension, generous holiday and bike to work scheme.

## RECRUITMENT PROCESS

To apply in confidence to become Head of Partnerships at the Peter Jones Foundation please forward your CV, with a supporting cover letter that ensures your application fully addresses the requirements for the role, in no more than one page.

You should give the names, positions, organisations and telephone contact numbers of two referees, relevant to this role.

References will only be taken once your express permission has been granted. We would also be grateful if you could let us know if you will require any special provision as a result of a disability should you be called for interview.

Finally, please ensure that you have included relevant telephone numbers for us to contact you on, as well as any dates when you will not be available for an interview.

Applications should be submitted via email to the below address no later than midnight on Wednesday 2<sup>nd</sup> March 2022. Applications will be reviewed as they come in and we may conduct interviews before the end of the recruitment period. However, we expect to follow the timetable outlined below:

Wednesday 2 <sup>nd</sup> March 2022	Closing date for applications
By end of March	Complete interview process and make job offer

Please submit your application to: [careers@pjfoundation.org](mailto:careers@pjfoundation.org) with the subject title '[Your Name], Head of Partnerships'.

Information on other job opportunities at the Foundation can be found at: [www.peterjonesfoundation.org/about-us/careers](http://www.peterjonesfoundation.org/about-us/careers).