

Contract Type:	Permanent
Hours:	Full-Time
Location:	London
Level:	1
DBS required:	No
Salary:	circa £25,000 including London Weighting Allowance

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## New Corporate Partnerships Executive

### Purpose of the team:

Teach First was created to give children from the most disadvantaged backgrounds an excellent education by recruiting, training and developing outstanding teachers to work in schools in areas of greatest need. Our innovative work has reached over 1 million young people in the last 15 years, and we are about to launch a new five-year strategy to reach over 2 million more children through ground-breaking new programmes and scaling our existing work. It's an exciting time!

Working with businesses is a vital part of Teach First's vision to ensure all young people have access to a brilliant education. Teach First is supported by over 50 businesses who play a crucial role in both supporting the charity with financial donations and contributing directly to our work with schools and teachers through volunteering and strategic support.

### Purpose of the role:

The primary role of the New Partnerships Executive is to support the New Business team to secure new partnerships with companies in order to achieve our mission to end educational inequality in the UK. This is an ideal role for someone with a couple of years work experience and an appetite for developing their career in corporate fundraising. This role provides opportunities to progress within the fundraising team; developing key skills in partnership negotiation, stewardship, compelling communication and proposal writing.

### At this level you will:

- Report to the Head of Corporate Partnerships and work closely with the Senior New Partnerships Manager in the team

### Your responsibilities will include:

- Management (and regular review) of the New Business team's data on Salesforce enabling the team to analyse and improve the cultivation cycle
- Contribute to - and support the planning and execution of - our cultivation events
- Undertake research for new business meetings and pitches, preparing briefing documents for Teach First staff attending
- Attend New Business meetings with team members, representing Teach First and working with the team to draft compelling proposals for companies to add to the pipeline
- Where appropriate, take the lead on New Business opportunities, creating proposals and negotiating the terms of a partnership, before managing a smooth handover over to the Account Management team
- Work with the Head of New Business to maintain excellent working relationships with the Business Leaders Council, preparing for quarterly meetings and recording actions and following up appropriately
- Take your turn to chair team meetings, writing agendas and minute taking
- Exemplary administrative support across the Corporate Partnerships team

*The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time*

to time. You will may also be required to attend away days/retreats and the annual “Offsite” event which is mandatory for all employees.

## Person Specification

### Essential skills and experience:

- Experience of using a customer relationship management system
- A strong ability to gather and analyse information, providing clear and rational conclusions
- The ability to write coherent reports, briefing notes and meeting minutes
- The ability to plan and prioritise work from multiple internal stakeholders
- Experience of managing all levels of stakeholder relationships

### Desirable skills and experience:

- Experience of corporate fundraising (or in a Corporate Responsibility role in the Private sector)
- Experience of designing and running effective cultivation events or experience of delivering a project from start to finish

### Benefits

Teach First’s core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year’s Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual leave.

### How to apply

To apply for a vacancy at Teach First you are required to complete an online application. Please have your CV and covering letter ready to upload. If you are an internal candidate please apply via your HR Self Service menu after informing your line manager of your interest.

### Next steps

We aim to provide feedback to all applications within 10 working days from the closing date. For this role we will be holding interviews on the 19<sup>th</sup> November 2018 in our London office.