

SIA – For life after spinal injury

Dear Applicant

The Spinal Injuries Association is the leading national charity supporting individuals who sustain damage to the spinal cord, often resulting in paralysis. We are a passionate organisation providing high impact, quality services for spinal cord injured people and their families and have an exciting opportunity for a Partnerships Coordinator to join our team. Our charity strives to empower people to live a full and active life post-injury. We achieve this by supporting a person's physical, emotional and social needs through our life-long services.

Damaging your spinal cord is a life changing injury. The impact is monumental and affects every aspect of your life, as well as the lives of those closest to you.

SIA is the expert voice and leading source of support and information for people with spinal cord injury and their families. From injury, through rehabilitation and beyond, we support people to lead fulfilled lives. Being a user-led organisation is important to us and we now have over 12,000 members.

Our Vision – a fulfilled life for everyone affected by spinal cord injury.

Our Purpose - is to support all those affected by spinal cord injury by advising, educating and campaigning on their behalf.

Data estimates that 2,500 people are injured or diagnosed with a spinal cord injury every year, with the total size of the UK spinal cord injured population now believed to be 50,000. This means that approximately every four hours someone sustains a life changing injury. These estimates form a key part of our communications and marketing and add even greater urgency to our campaigning work and service provision; as more people are now identified as spinal cord injured, the need for specialist care and support is even greater. SIA has credibility and expertise on spinal cord injury, an extensive network of contacts across the health and social care sectors and support from a valuable range of individuals and corporate partners. We have the potential and the ambition to build further support and expand the reach and effectiveness of our services.

If you would like to find out more about the charity and the role, our Partnerships Manager Chris Massarella will be happy to have an informal chat with you before you make your application. Please email Jen Sims People Services Manager for this to be arranged j.sims@spinal.co.uk

You'll be joining the charity at a pivotal time. Our passionate staff team are driving forward ambitious plans that will build on our success and achieve greater impact.

We hope that this role inspires you and look forward to receiving your application.

Spinal Injuries Association, SIA House, 2 Trueman Place, Oldbrook, Milton Keynes, MK6 2HH
01908 604191 www.spinal.co.uk

Charity Number. 1054097

How to apply

Please complete all sections of the form below using black ink or type. The information you provide in your application will be the only material used in deciding whether or not you are shortlisted for interview, therefore please ensure you address all aspects of the person specification of the role you are applying for. CVs are not accepted and will not be considered. Where necessary continue your answers on a separate sheet of paper.

Please return your completed application form to j.sims@spinal.co.uk by the specified closing date or by post to:

Jen Sims People Services Manager
Spinal Injuries Association
2 Truman Place
Oldbrook
Milton Keynes
MK6 2HH

Closing date for completed applications is Friday 5pm 14th May 2021 and interviews will be held on 24th May on MS Teams.

No CVs and no agencies please.

JOB DESCRIPTION

Job Element	Detail
Job Title	Partnerships Coordinator
Reporting to	Partnerships Manager
Department/Location	Investments & Partnerships / Milton Keynes (potentially home-based)

Main Purpose

To achieve our vision of a fulfilled life for all people affected by spinal cord injury, SIA aims to build a network of partners and supporters to help meet the needs of all spinal cord injured people, region-by-region and online. SIA's Investments and Partnerships team includes three Partnerships Coordinators who focus on developing relationships with companies, community groups and challenge event fundraisers. As one of the three Partnerships Coordinators, this role will focus on corporate partnerships and will:

- Build and grow a network of companies working in partnership with SIA, to enhance our service provision for spinal cord injured people, as well as generate financial investment in our work.
- Support the Partnerships Manager to develop and implement a strategy for SIA's corporate partnerships, focusing on growth, diversification and sustainability.
- Play a key role in managing key corporate partnerships, including developing and implementing corporate partnership plans, to build mutually-beneficial relationships with partner organisations.
- Work closely with colleagues across SIA (especially programmes, services and communications teams) to develop and manage relationships with corporate partners, ensuring that they are financially, actively, and emotionally engaged in the work of SIA.
- Work as a key member of the Investments and Partnerships Team to involve corporate partners in fundraising events and activities, to maximise opportunities across all income streams.

Duties and Responsibilities

- Contribute to the development of a strategy for corporate partnerships, by identifying business sectors and potential corporate partners which can help SIA to achieve its aims.
- Develop a calendar of engagement opportunities and activities with each corporate partner, linked to the delivery of SIA's charitable services, campaigns, communications and fundraising activities. This might include meetings, training events, webinars, articles in SIA's publications, etc.
- Work with colleagues across SIA, e.g. through the Partnership Implementation Group, to oversee and coordinate the day-to-day implementation of partnership agreements and plans.
- Ensure that spinal cord injured people are aware of, and have access to, information and services provided by corporate partners, including leading on the production of a network directory.
- Work with the Communications and Engagement team to promote SIA's corporate partnerships, including on the charity's website, through social media platforms, in FORWARD magazine and E-clips newsletter, via charitable services as appropriate, at events and within SIA.
- Facilitate relationships between representatives from corporate partners and SIA colleagues involved in the delivery of the charity's services, programmes and communications.

- Manage relationships with key corporate partners, as agreed with the Partnerships Manager. This will include providing information, preparing proposals and reports, attending meetings, overseeing the delivery of partnership agreements, as well as developing and implementing new ideas and initiatives.
- Play a role in demonstrating the impact of SIA's work, and of corporate partners' contributions, in collaboration with colleagues across SIA.
- Ensure that SIA's corporate partnerships are developed and delivered with professionalism, efficiency and good attention to detail.
- Play a role in providing information and training to SIA's colleagues on the nature of SIA's corporate partnerships and the implementation of partnership agreements, including how SIA recommends its trusted corporate partners to spinal cord injured people.
- Promote SIA's wider fundraising opportunities amongst corporate partners and explore new ways (financial and non-financial) for partners to contribute to the achievement of SIA's vision and mission. This might include delivering pitches, managing relationships with corporate partners' employees, as well as attending events in person.
- Carry out administration tasks associated with SIA's corporate partnerships including processing partnership agreements, recording and analysing income and expenditure, maintaining database records, updating a corporate partnerships diary, invoicing and responding to queries from partners, amongst other duties.

Reporting, Line management and Teamwork

- Help to build capacity within SIA by sharing knowledge and expertise across the organisation.
- Highlight new opportunities to engage and raise income from corporate partners.
- Work with the Communications and Engagement team to ensure that materials (print and digital) are of high quality and adhere to SIA's brand guidelines.
- Ensure that SIA's corporate partnerships meet agreed income targets, are delivered within agreed expenditure budgets and timescales.
- Ensure corporate partner events and activities are delivered in line with fundraising laws and best practice, as well as SIA's policies and procedures.
- Engage in regular supervision and annual appraisals with the Partnerships Manager.
- Undertake relevant professional training as necessary.
- Attend and contribute to internal and external meetings.
- Represent SIA at external events.
- Deputise for the Partnerships Manager, as required.
- Administrate and organise own work to ensure that it is accurate and meets agreed deadlines and reporting requirements.
- Serve as a role model at all times, personally embodying SIA's mission and values whilst helping to ensure that its code of conduct, policies and standards are understood and adhered to in practice.
- Undertake any other tasks, duties or projects that may arise from time to time which are commensurate with the general level of this post and as directed by the Partnerships Manager or Head of Investments and Partnerships.

Salary, Hours & Benefits

- Salary: £28,500
- Hours: 37.5 hrs per week

- Annual Leave: 25 days annual leave per leave year increasing to 28 days after three years' service and to 30 days after five years' service.
- Access to Group Pension scheme (6% employer contribution)
- Access to Group Life Assurance scheme on commencement of employment
- Free car parking (if office-based)

Person Specification	Details	
Job Title:	Partnerships Coordinator	
Knowledge & Experience	Essential	Desirable
At least two years' experience in a corporate fundraising, or account management role.	X	
Demonstrable experience of securing support from companies, including developing and delivering pitches for new business.	X	
Track record of building strong relationships with companies and with individuals of all levels within those companies.	X	
Track record of managing corporate partnerships/accounts including creating and implementing partnership plans, delivering partnership communications and reporting.	X	
Demonstrable experience of delivering staff engagement activities with corporate supporters to achieve fundraising, awareness raising and campaigning goals.	X	
Experience of working with external suppliers and stakeholders.	X	
Evidence of successful teamwork and collaboration, across different levels and departments within an organisation.	X	
Experience of planning and budgeting.	X	
Skills		
Excellent communication skills (verbal, written, digital).	X	
Ability to negotiate to achieve mutually beneficial outcomes.	X	
Ability to assess options, make decisions and solve problems.	X	
High degree of perceptiveness and discernment.	X	
Strong numerical, data and analytical skills.	X	
Ability to set, monitor and report on plans and budgets.	X	
Excellent organisational and time management skills.	X	
Excellent team working skills, with a wide range of people.	X	

Ability to work well under pressure, prioritise a heavy workload, and work both reactively and proactively.	X	
High degree of integrity, tact and diplomacy.	X	
Strong IT skills and proficient in the use of databases.	X	
General		
Educated to degree level (or equivalent level of experience).	X	
Carries out duties in a professional, positive and approachable manner.	X	
Willingness to learn and develop new skills.	X	
Membership of a relevant professional organisation.		X
Commitment to this role and to SIA's core values.	X	
Commitment to equal opportunities and valuing diversity in the workplace.	X	
Understanding of and empathy with the delivery of related services for people with spinal cord injury.		X
Knowledge of the UK voluntary sector, preferably disability charities.		X
Willingness to travel, with full, clean driving licence (and access to own vehicle).		X
Willingness to work unsociable hours when required, and to attend external partner events as necessary.	X	

APPLICATION FOR EMPLOYMENT

For which post are you applying?

How did you learn of this vacancy?

Forename(s):	Last Name:
Address:	
Home No:	Work No:
Mobile No:	Email:
Name and address of present or most recent employer:	
Telephone no:	
Current post title:	
Brief description of duties:	
Current pay:	
Period of notice required by employer:	

REFERENCES

Please give names and address of two referees, one of whom should be your current or most recent employer.

Employer	Employer/personal
Name:	Name:
Job Title:	Job Title:
Company:	Company:
Address:	Address:
Telephone No.	Telephone No.
Email:	Email:

Should referees be approached prior to interview?	Yes		No	
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EDUCATION

General Education Qualification	Level	Grade

Further Education/Professional Qualification	Level	Grade

EMPLOYMENT HISTORY

Name and address of employer (most recent first)	From	To	Position and Key Achievements	Reason for Leaving

PERSONAL DEVELOPMENT

Please state any courses, membership, voluntary work or public service/duties you consider relevant, with outcomes where applicable.

Are you to your knowledge, related to any executive member or employee of the Spinal Injuries Association? If so, please give details.

SUPPORTING STATEMENT

This is an opportunity to draw attention to aspects of your career, training courses attended, interests, ambitions, etc., which make you suitable for the post. Please also state why you are interested in applying for this post and make particular reference to the Job Description and Person Specification. Use additional sheets if necessary.

SIGNATURE

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.

Signature of applicant

Date

Spinal Injuries Association, SIA House, 2 Trueman Place, Oldbrook, Milton Keynes, MK6 2HH
01908 604191 www.spinal.co.uk

Charity Number. 1054097

EQUALITY & DIVERSITY MONITORING

This section of the application form will be detached from your application form and used for monitoring purposes only. The Spinal Injuries Association is fully committed to the promotion of equality and diversity within our organisation. We would be grateful if you would help us to review our process of staff recruitment by completing this questionnaire. Completion is entirely voluntary and the information provided in this section will not be used as part of the recruitment process.

Age			
16-24		45-54	
25-34		55-64	
35-44		Over 65	
Prefer not to say			

Gender

Female		Male		Prefer not to say	
Gender Identity (if appropriate)					
If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with?					
Transsexual		Transgender		Intersex	

I would describe my ethnic origin as:					
Asian or Asian British		Black or Black British		Mixed	
Bangladeshi		African		White & Asian	
Indian		Caribbean		White & Black African	
Pakistani		Other Black background		White & Black Caribbean	
Other Asian background				Other mixed background	
White			Other Ethnic Group		
British		Scottish		Chinese	
English		Welsh		Any other ethnic group	
Irish		Other White background			
Prefer not to say					

Please choose the option that best describes your sexuality					
Gay Woman/Lesbian		Gay Man/Homosexual		Bisexual	
Straight/Heterosexual		Prefer not to say			

Please indicate your religion or belief					
Baha'i		Hindu		Muslim	
Buddhist		Jain		Sikh	
Christian		Jewish		Other	
Prefer not to say					

Do you consider yourself to have a disability under the Equality Act 2010? In the Act, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.					
Yes		No		Prefer not to say	