

<b>RNRMC Job Description</b>		
<b>Job title</b>		<b>Responsible to</b>
<b>Corporate Officer</b>		<b>Corporate Partnerships and Events Manager</b>
<b>Location</b>	<b>Contract</b>	<b>Date Reviewed</b>
<b>Portsmouth, UK</b>	<b>Permanent – Full Time</b>	<b>21/11/2023</b>
<b>About the Royal Navy &amp; Royal Marines Charity</b>		
<p>RNRMC is the Navy’s principal charity which exists to support every sailor, marine and their families, for life. We do this by offering grants to and working with other organisations to deliver programmes that meet the needs of our beneficiaries. We work hard, engaging with supporters to help raise awareness and funds to deliver the outcomes required for today and tomorrow.</p>		
<b>Values</b>		
<p>In all your dealings, you will be expected to abide by the values of the charity and act as a role model both internally and externally. The values are:</p>		
<b>Beneficiary focused</b>	We will use the best evidence available to achieve maximum impact on the lives and morale of those who serve today, or who have ever served, and their families.	
<b>Integrity</b>	We will act with honesty and transparency in all our activities.	
<b>Commitment</b>	We will demonstrate the highest ambition and commitment for our cause	
<b>Inclusiveness</b>	We will recognise and celebrate diversity in the sector	
<b>Teamwork</b>	We will always behave in a way that strengthens the sector	
<b>Job Summary</b>		
<p>The Corporate Officer will support the Corporate Partnerships and Events Manager with the development and delivery of the charity’s corporate partnerships programme with responsibility for account managing our portfolio of Silver Partners and developing a pipeline of new business to build meaningful relationships with corporate partners.</p> <p>You will identify, cultivate, and engage with prospects through bespoke proposals, events, and other appropriate fundraising activities in order to generate income to achieve ambitious targets.</p> <p>You will have experience of identifying, developing, securing, and maintaining corporate or commercial partnerships in a similar fundraising role. You will be a natural communicator who has the ability to persuade, influence and inspire, with the confidence, gravitas and sensitivity to build relationships at a senior level.</p> <p>The role is mainly office based. RNRMC has a hybrid working policy which offers 40% home-working opportunities.</p>		

## Responsibilities and Duties

### New Business

- Identify and cultivate corporate prospects, helping to secure income from new corporate partners through written applications and pitches.
- Research prospective corporate partners, making sure the information gathered is accurate, compliant with RNRMC policies and appropriate to enable an approach to be made.
- Devise innovative ways of accessing and engaging with companies, whilst working with existing partners to maximise fundraising opportunities through excellent stewardship.
- Update the CRM with New Business information, ensuring that we are fully compliant with GDPR.

### Account Management

- Account manage Commercial Income Agreements (CIAs) and Silver Bridge Partners (corporate donors of £5-10k a year) ensuring contracts and agreements are honoured and a first-class stewardship experience is delivered.
- Devise innovative ways of accessing and engaging with companies, whilst working with existing partners to maximise fundraising opportunities through excellent stewardship.
- Organise opportunities for corporate contacts to engage with the charity's work first-hand, including face to face meetings and events.
- Support the Events team in securing corporate support for fundraising special events, stewardship events and challenge events, including event recruitment and guest stewardship.
- Support the Corporate Partnerships and Events Manager in relationship management including, where required, copy writing, pulling information from RE, sharing resources and helping to manage the donor journey.
- Work with the Corporate Partnerships and Events Manager and the Marketing team to deliver fundraising communications to corporate partners and major donors. This will include pledge renewals, monthly e-newsletters, event invitations and occasional postal mail outs.

### Administration

- Undertake routine financial management of partnerships.
- Take a leading role in the maintenance and effective use of our Fundraising CRM.
- Regularly audit our fundraising materials to ensure we have everything we need to effectively manage our partnerships.
- Actively contribute to Fundraising Team Meetings.

### Other

- Act as a champion, displaying model behaviours and professionalism in company values.
- Rigorously follow organisational Safeguarding, Risk Management and Health and Safety policy and procedures
- Be a brand ambassador for the Royal Navy and Royal Marines Charity and be able to 'sell' and support the charity to external audiences.
- Support the RNRMC in seeking ways to continuously improve.

**Team**

- Adopt an ‘in it together’ team attitude, taking personal responsibility for fostering good working relationships amongst colleagues within the department and across the charity.
- Support the department in inducting new staff members and in developing colleagues.
- Support the department in seeking ways to continuously improve.

**Self-Development**

- Take responsibility for your own professional development, seeking advice from others for career-based matters.
- Fully participate in the annual Professional Development Review process and one to ones as required.
- Attend training sessions as and when required to ensure compliance with Health & Safety, Safeguarding, RNRMC Policies and procedures or other training programmes as directed.

This description is not intended to establish a total definition of the job, only an outline of the duties involved. You will be expected to carry out any other duties commensurate with the level of the post and which may reasonably be required by the Charity.

RNRMC may amend an employee’s duties and responsibilities from time to time and may require you to undertake other duties and responsibilities as are necessary to meet the needs of the Charity.

<b>Person Specification</b>			
	<b>How Evaluated</b>	<b>Essential</b>	<b>Desirable</b>
<b>Evaluation Key: APP = Application AR = Application Review SA = Skills Assessment IV = Interview</b>			
<b>Education &amp; Professional Qualifications</b>			
Educated to A Level Standard	APP	✓	
<b>Experience</b>			
Previous experience in an account management role developing, securing and retaining corporate and commercial partnerships and new business through effective and confident relationship building in a similar fundraising of sales role	APP	✓	
Experience of working with CRM databases including Raiser's Edge	APP		✓
<b>Knowledge</b>			
Computer literate; proficient in using Microsoft Outlook 365 suite of tools: TEAMS, Word, PowerPoint, Excel	APP/SA	✓	
Demonstratable knowledge of the principles of charity/corporate partnerships, both account management and new business	APP	✓	
Up to date working knowledge and application of GDPR	IV	✓	
<b>Skills and Aptitudes</b>			
Understanding and empathy for the Royal Navy, Royal Marines and Charity Sector	APP/AR/IV	✓	
Outstanding presentation skills with the ability to engage and excite an audience	IV / SA		✓
Ability to prioritise, manage a busy workload and multitask whilst managing to meet deadlines	IV/SA	✓	
Demonstrates a "Can-do" and positive problem-solving approach to challenges	IV / SA		✓
Demonstrates excellent interpersonal skills and the ability to communicate persuasively with a variety of audiences both verbally and in writing	APP/AR/IV/SA	✓	
Demonstrates effective organisational and administration skills	IV/SA	✓	
Self-motivated with ability to use initiative and make decisions whilst remaining accountable within own area of responsibility	AR/IV	✓	
Ability to work collaboratively with others and effectively as a team	AR/IV	✓	
Possesses tact and discretion	IV	✓	
Demonstrates high levels of accuracy and attention to detail	SA	✓	
Is flexible and adaptable to the demands of the role	AR/IV	✓	
Possesses the right to work in the UK	APP	✓	

## Outline of Main Terms, Conditions & Benefits

<b>Job Title</b>	<b>Corporate Officer</b>
<b>Post Number</b>	1030
<b>Employee Name</b>	Vacancy
<b>Issue Date</b>	21/11/2023
<b>Start Date</b>	TBC
<b>Location</b>	Building 37, HMS EXCELLENT, Whale Island, Portsmouth, PO2 8ER

### Contract Details

<b>Appointment Type</b>	Permanent - Full Time
<b>Probationary Period</b>	
For new starters 6 months. Reviews will be held at 1 month, 2 months and 4 months, with a final review held at 6 months.	
<b>End of Probation</b>	On / around 6 months from start date
<b>Notice</b>	
Both employer and employee may terminate the appointment by giving the other not less than one month's notice in writing.	

### Remuneration

<b>Annual Salary Range</b>	£24,000 to £26,000
<b>Hourly Rate</b>	£13.1868 to £14.2857
<b>Pay Method</b>	
Salary will be paid in 12 equal monthly instalments by BACS transfer into the nominated bank or building society account on or around the 21 <sup>st</sup> of the month.	

### Hours of Work

You will work a minimum of 35 hours per week excluding unpaid breaks and due to the nature of your position you are expected to be flexible and to work the days and hours that are reasonably required to fulfil the responsibilities of your job and meet the needs of the charity without additional remuneration.

Hybrid working is offered 60/40, with designated in-office team days.

This may be subject to change according to operational needs.

### Weekly Work Pattern

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total
Start Time	09:00	09:00	09:00	09:00	09:00			
AM Break								
Lunch	1 hour	1 hour	1 hour	1 hour	1 hour			
PM Break								
Finish	17:00	17:00	17:00	17:00	17:00			
<b>Total hrs</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>			<b>35</b>

### FTE

1.00

### Overtime

Generally, no payments are made for additional hours worked over the FTE hours although time off in lieu may be provided in exceptional circumstances in accordance with the TOIL Policy

### Holiday Entitlement per Annum

The RNRMC holiday year runs from 1 January to 31 December. The annual holiday entitlement is 6 working weeks in every full holiday year (which equates to 30 days if you work a 5-day week). Holidays for part-time employees are calculated on a pro-rata basis.

In addition to the above, you are entitled to the recognised bank and public holidays in every full holiday year. Bank and public holidays for part-time employees are calculated on a pro-rata basis.

The RNRMC traditionally closes the offices between Christmas and New Year and up to 4 days of your annual entitlement will be reserved / automatically assigned by RNRMC each year to cover this period of closure.

**Other**

**Driving Licence**

A driving licence is required of the role to support business activities. A pool car is available.

**Absence**

If you are absent from work, in addition to Statutory Sick Pay (SSP), which is included in any sickness payments made to you by the Charity, the RNRMC operates a discretionary Charity Sick Pay Scheme, which differentiates between short and long-term absence.

**Pension Scheme**

In accordance with the Pensions Regulations 2013, eligible job holders will be automatically enrolled into the Occupational Pension Scheme with Standard Life

**Medical**

The post holder will be required to complete a medical declaration at the start of employment and, should the RNRMC require it, undergo a medical examination during their probation period by an Occupational Health Practitioner at the RNRMC's expense

**Other Employment**

The individual is not permitted to undertake any work outside of the RNRMC without prior consent from the RNRMC; all requests should be submitted to HR in the first instance who will seek the relevant approvals from the CEO.

**Security Vetting**

Due to the RNRMC being located on Ministry of Defence property you will be required to undertake Ministry of Defence Security Vetting. Your employment with the RNRMC, and continued employment, is strictly conditional upon the receipt of a satisfactory security clearance which is reviewed every 5 years.

**Discretionary Non-contractual Benefits**

Free on-site parking

Hybrid working - 60% in office and 40% home working

Cycle to Work Scheme

Free Access to HMS Excellent Fitness Centre

Employee Assistance Programme through Health Assured

Life Assurance (after one year's qualifying service)

Private Healthcare Scheme (after one year's qualifying period)

Standard Life Non-contributory Pension Scheme (7% contribution after 3 months qualifying period)

Enhanced Maternity Leave Package (after 2 year's qualifying period)

3 months Sabbatical Leave - unpaid (after 5 year's qualifying period)