



Partnerships Officer (maternity cover)

June 2022, fixed term contract (maternity cover)

The Sutton Trust is a foundation committed to improving social mobility in the UK. Our work is focused on improving social mobility through education opportunities. We want to level the playing field for young people from low and middle income backgrounds so that they have a fair chance of accessing leading universities, apprenticeships and jobs.

We do this through:

- **Evidence based programmes:** Our programmes support 8,000 young people each year, boosting their aspirations and helping them to make informed decisions about their next steps.
- **Research:** Our research identifies the root causes of education inequality and promotes effective solutions to combat them.
- **Policy advocacy:** Our advocacy work makes sure social mobility stays at the top of the political agenda and is reflected in national policy debates.

The Trust has created a new role in the Development team to support with high-quality account management of mid-level strategic corporate partners and corporate givers, alongside stewardship delivery across the corporate partner portfolio. This is a fixed-term maternity cover position and will be an exciting opportunity to contribute to a successful income stream and meaningfully engage with a growing network of companies.

The role will be line managed by the Development Manager and will work with colleagues across the Trust including the Employer Working Group to ensure that the maximum value is realised from corporate partnerships against the Trust's wider mission of championing social mobility.

Main duties

- Account managing a portfolio of mid-level corporate partners donating around £10-15K and corporate givers donating £5K in addition to volunteering with programmes.
- Supporting with the gathering of data and drafting of reporting across the corporate portfolio, including annual partnership reports and impact reports.
- Working closely with the Senior Donor Relations Manager and Development Manager to deliver cross-corporate stewardship including events such as employer webinars and comms materials such as the bi-annual 'LinkingUp' newsletter.
- Working with programmes colleagues to prepare materials such as programmes summaries and volunteering calendars.
- Researching awards opportunities and drafting awards submissions.
- Attending regular Employer Working Group meetings to share opportunities and information with colleagues across programmes, research, and policy.
- Support with managing our industry consortiums, including preparing Bridge Group summaries, note-taking at Pathways Advisory Groups and keeping track of invoices and renewal discussions.
- Liaising with Finance to produce invoices and creating gift agreements to secure financial pledges from corporate partners.
- Other duties as necessary from time to time



Person Specification

We are looking for an individual who:

- Is sympathetic to the aims of the Trust and its mission to address educational disadvantage
- Is interested in learning more about corporate fundraising and account management
- Enjoys working with impact and outcomes data to create compelling narratives for reporting purposes
- Is organised and able to prioritise multiple tasks
- Demonstrates excellent attention to detail and flexibility in supporting colleagues on a variety of issues and projects
- Shows a high degree of initiative and the ability to take responsibility for a wide variety of tasks
- Has strong interpersonal skills, and excellent verbal and written communication
- Is eligible to work in the UK*

For appointments at the higher end of the salary range, we would be looking for:

- Experience in stakeholder management e.g., responsibility for corporate accounts or other key partnerships.
- Experience with donor relations, such as creating volunteering and engagement schedules, drafting impact reports.
- Evidence of comms and/or project-management skills, such as preparing newsletters, designing materials, or co-ordinating stewardship events.

Terms of Appointment

- Salary: £27,500-£31,000 per annum (depending on experience)
- Contract: Full time, fixed term (maternity cover, 12-month fixed term contract)
- Working location: Minimum of 2 office days per week
- Office location: The Sutton Trust, 9th Floor, Millbank Tower, 21-24 Millbank, London, SW1P 4QP.
- Hours: The standard working hours are 9am to 5pm, Monday to Friday and may also be required to attend events / meetings outside of their normal working hours during weekday evenings and occasionally at weekends
- Annual leave: 27 days per annum plus bank holidays
- DBS check may be required
- Additional: The successful candidate will be invited to join the Sutton Trust's contributory pension scheme (subject to the conditions of the scheme) which includes a 6% employer pension contribution
- Life assurance cover
- Enhanced maternity, paternity, adoption and shared parental leave pay (conditions apply)
- Hybrid and Home Working and Flexible Working policies
- Confidential Employee Assistance Programme
- Other benefits include a Cycle to Work scheme, Season ticket loans and an employee discount scheme.

Safeguarding statement

The Sutton Trust believes that a child, young person or vulnerable adult should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe. Therefore all posts undergo a safer recruitment process, including but



not limited to, disclosure of criminal records where necessary and eligibility to work in the UK. We have procedures in place to promote safeguarding and a safe culture at the Trust.

To apply

Please download the candidate application pack from our website, complete the application form, and submit it to jobs@suttontrust.com.

The applicant pack includes:

- Job description and person specification
- Application form
- [Equal Opportunities Monitoring form](#)

Applications should reach us by **9am on Monday 11th July**, with first round interviews held over Zoom on **Wednesday 20th July**, and second round interviews held at our London offices in the **week commencing 25th July**.

Please state your name and the role you are applying for in the subject line of the email, and it would also be greatly appreciated if you could note where you saw this job advertised.

“The Trust is committed to ensuring equality of opportunity and that all applicants receive equal consideration for employment. We strongly encourage individuals from all backgrounds, including those underrepresented at present at the Trust, to apply for this role and recognise the value that diversity brings to our work.”

James Turner, Chief Executive

If you require any materials in an alternative format, or have any questions, please get in contact with us on jobs@suttontrust.com.

Any information you provide as part of your application will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. Our privacy statement can be found [here](#).

*Please note that we are unfortunately not a licensed visa sponsor.