



CoppaFeel! **Partnerships Executive (FTC) Job Description**

August 2023

Job Title:	Partnerships Executive
Salary:	£25,000 per annum, pro rata
Hours of work:	37.5 hours per week / Full time (Occasional evening and weekend work may be required)
Term:	3 month fixed term contract, full time
Location:	Based at Boob HQ in London Bridge (mixed with remote working)
Start date:	September 2023

ABOUT THE ROLE

The Partnerships Executive role will primarily be supporting our Partnerships Team as we prepare for our busiest time of year, Breast Cancer Awareness Month. We are looking for an enthusiastic and organised individual, who would like to learn more about fundraising, and develop their skills and experience in Corporate Partnerships and Corporate Fundraising.

October is Breast Cancer Awareness Month (BCAM), our busiest month of the year. It is when we are managing an increased amount of Corporate Partnership activities and when we receive the most enquiries about supporting CoppaFeel! in the workplace. It is also the time when our fundraisers need the most support from us. It is a lively, fun and interesting time to be part of the team.

Whether you are starting out on your career journey, or are looking for a change, this is an opportunity for someone to learn more about Corporate Partnerships and donor stewardship as part of our enthusiastic team at CoppaFeel!. The right candidate will be someone who possesses the values of CoppaFeel!, has good communication skills, a can-do attitude and a real desire to make a difference, ensuring that all breast cancers are diagnosed early.

ABOUT COPPAFEEL!

CoppaFeel! exists to educate and remind every young person in the UK that checking their chest isn't only fun, it could save their life. We are the first breast cancer charity in the UK to create awareness amongst young people, with the aim of instilling a new, sustainable, and healthy habit that could one day save their life.

We are a small team which, collectively, has one almighty big voice. We were founded out of a need to correct the disadvantage that young people experience when they are not represented in or cannot see themselves reflected in the work of other organisations working in this space. That means that many young people are diagnosed late, or die from this disease. Our team is driven to change this.



CoppaFeel! is about more than discovering a cancer diagnosis. It's about empowering everyone to be proactive about their health and body, as well as their outlook on life. It's about knowing your boobs; knowing that if you do find something, you know what to do and if found early, you have many options. Put simply, breast cancer does not need to be detected late, and as long as we are here and continue to be supported by people like you, we will do all we can do to make sure that this doesn't continue to happen.

POSITION IN ORGANISATION

- Reports to the Head of Partnerships
 - Will work closely with Corporate Partnerships Managers, Corporate Partnerships Officer and support the wider Fundraising team
 - Sits within the Fundraising team
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DUTIES AND RESPONSIBILITIES

- To assist with the day to day running of CoppaFeel!'s partnerships and fundraising programmes with administrative duties, such as; sending out thank you letters, responding to enquiries and keeping the database and fundraising platforms up to date
- To respond to fundraising enquiries from potential new partners, businesses and workplaces in a timely manner
- To coordinate the fulfilment of any fundraising materials requested by partners and third parties
- To support the Partnerships Team with the deliverables required by our partners for BCAM
- To assist with the planning, organisation and delivery of a large-scale fundraising weekend with Asda
- To help with sourcing raffle prizes, drafting programme copy and ad-hoc tasks for an annual partner fundraising event
- To respond to fundraising and awareness requests from the Avon community, sending out materials when required
- To help carry out research and due diligence checks on partners and prospects
- To support with stewardship, thanking and supporter care of our partners and supporters
- To support with invoicing, income tracking and general finance administration
- To assist with our 'Proudly Supporting' partnerships and help steward small businesses based on our small business process, using fundraising platforms and template contracts
- To attend events to represent CoppaFeel! and the partnerships team
- To support the Head of Partnerships and wider Fundraising Team, wherever needed, on projects that we have committed to for 2023



SKILLS, KNOWLEDGE, PERSONAL ATTRIBUTES

- Good organisational skills
- Good time management skills
- Ability to work effectively with colleagues at all levels across the department and organisation
- Ability to plan and meet deadlines
- Comfortable meeting new people and building relationships
- Good initiative with an eagerness to learn

GENERAL DUTIES OF A COPPAFEEL! TEAM MEMBER

- To work harmoniously and effectively with colleagues
- To participate, as appropriate, in staff forums and meetings
- To adhere to CoppaFeel!'s Policies and Procedures
- To be flexible with working hours and be willing to work weekend hours where appropriate (i.e. fundraising events)
- To carry out other tasks as required by the CEO & Director of Fundraising from time to time

HOW TO APPLY

Please complete the application form on our website, submitting your CV with a covering letter explaining why you'd make a great candidate for this role.

Applications will close at 9am on Tuesday 29th August. Please let us know if you have any accessibility requirements or need any adjustments for interview.

MAIN BENEFITS, TERMS AND CONDITIONS

Annual Leave:	22 days pro rata (plus public holidays)
Notice Period:	2 weeks
Benefits:	Monthly wellbeing bursary, Employee Assistance Scheme, access to our mental health support programme - 'Self Space', a hybrid of office and flexible working including 'Flex Fridays'. For full benefits visit our Jobs page.
Expenses:	Travel for events, and food during events will be reimbursed



EQUALITY, DIVERSITY AND INCLUSIVITY STATEMENT

At CoppaFeel! we support a diverse range of communities and we understand that effective recruitment is central and crucial to meeting the needs of our beneficiaries. We particularly welcome applications from people identifying with a minority ethnic background, LGBTQ+ candidates, candidates with disabilities, and from men, because we would like to increase the representation of these groups within the charity. We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We recognise the value in encouraging a diverse range of perspectives, skills, experience and knowledge at the charity.

For more information about equal opportunities and our values, head to our [website](#).

GDPR STATEMENT

We will always endeavour to keep any personal information you share with us safe. We are committed to using your personal information in accordance with applicable laws – and only using your personal information where you would reasonably expect us to. For more information on how we look after your information please see our privacy policy. This policy allows you to understand how and why and where we may collect and use your personal information.