

## Development and Partnerships Co-ordinator

### *'A Noiseless Patient Spider*

*A noiseless, patient spider,  
I mark'd, where on a little promontory it stood isolated;  
Mark'd how to explore the vacant, vast surrounding,  
It launch'd forth filament, filament, filament, out of itself,  
Ever unreeling them, ever tirelessly speeding them.*

*And you O my Soul where you stand,  
Surrounded, detached, in measureless oceans of space,  
Ceaselessly musing, venturing, throwing, seeking the spheres to connect them;  
Till the bridge you will need, be form'd, till the ductile anchor hold,  
Till the gossamer thread you fling catch somewhere, O my Soul.*

*Walt Whitman, Penguin, 2010*

### **VACANCY REFERENCE CODE: 04/2020**

*Please quote this code on the application form*

- **Hours:** 35 hours per week
- **Reporting to:** Head of Development and Partnerships
- **Duration:** Permanent
- **Salary:** £17,000 to £22,000 per annum
- **Working Hours/Pattern:** Monday to Friday, 0900-1700 (one hour unpaid lunch break)
- **Annual Leave:** 30 days per year plus bank holidays
- **Location:** The Reader, Mansion House, Calderstones Park, Liverpool L18 3JB (National travel may be required)

### **About this Role**

This post sits in the Development and Partnerships Team, which is responsible for delivering income to sustain and grow The Reader's work and developing the relationships that can help make that work happen.

We're a growing organisation and we're looking for an ambitious colleague who loves reading and wants to help us spread the Shared Reading Revolution, through fundraising and partnerships.

You'll be working in a small, fast-paced team that needs to flex to opportunities as they arise, so you'll get experience of working with a variety of stakeholders and income streams. We're looking for someone who's as happy on the phone to an individual donor as they are crafting a bid for a grant-maker. Shared Reading is all about relationships and connections and that is what this role is about. Providing high quality stewardship to our funders and partners is a priority for our team and we are looking for someone who is driven to generate new income by spotting and nurturing new relationships.



The Development and Partnerships team are working to support the delivery of an ambitious and exciting five-year business plan to:

1. Develop and expand a national network of Shared Reading groups – putting Shared Reading into the hands of committed, trained volunteers who have the local networks, relationships and passion to set up and lead their own reading communities
2. Grow a community based on Shared Reading at our organisational home in Calderstones Park, Liverpool, where we have transformed Calderstones' grade II listed Mansion House into the International Centre for Shared Reading, with a broad community and outreach programme and expanded social enterprise.

It's an exciting time to join - we are ambitious, we like trying new things and we're committed to learning – so if you think this sounds like you – then please apply.

### **Key Responsibilities**

- **Research and pipeline**

Proactively identify and research prospective funders and partners to drive pipeline growth, qualify leads and work with the team to prioritise and appropriately respond to opportunities as they arise

Support the implementation of the development and partnership pipeline, ensuring that information is kept up to date and actions completed

- **Bid writing**

Write high quality, engaging proposals for a range of audiences including charitable trusts and public-sector commissioners

Contribute to the development of clear and compelling proposals for grant donors, building effective relationships with colleagues in Operations and the Communities and Communications departments

- **Stakeholder Engagement and Events**

Work with both the Events and the Communications team to support and deliver engagement and cultivation events for current and prospective funders and partners

Conduct regular horizon scanning to spot opportunities for profile raising with key influencers and support Directors and Development team to secure opportunities to meet with key influencers

- **Relationship management**

Support the stewardship and reporting for major funders, ensuring that we continue to maintain and develop strong relationships with our key partners and funders

Work with the Comms team and Development team to ensure all partnerships and donations are reciprocated in a timely and appropriate manner

- **Corporate**

Together with the Head of Development and Partnerships, research and develop The Reader's corporate strategy.



Proactively identify potential corporate opportunities and research and write proposals to secure corporate support.

- **Other**

To undertake other reasonable duties as directed by the Head of Development and Partnerships as the department's work develops and new needs emerge, including admin support for the team

**Person specification:**

**Essential Criteria**

- Be able to demonstrate an understanding of, and passion for, the mission and work of The Reader and its values
- Excellent verbal and written communication skills with the ability and confidence to present information in a persuasive and compelling way for a range of audiences over the phone, in writing and in person
- Strong organisational skills and attention to detail
- Ability to work under pressure and manage conflicting priorities
- Ability to demonstrate when you've used your initiative and creativity to achieve desired outcomes.
- An effective influencer and negotiator with a demonstrable ability to sell concepts in a clear and engaging way.
- A team player with a positive and flexible attitude with a willingness and ability to work collaboratively with colleagues
- Ability to work on own initiative and to prioritise workloads.
- Keen to work and progress.

**Desirable Criteria**

- At least 2 years' experience working in either a fundraising, account management, business development or marketing/sales role
- Experience of using Microsoft Dynamics or another CRM system
- Experience of working for a voluntary, arts or social enterprise organisation
- Experience of supervising / managing staff
- Event management experience

**How to Apply**

- Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -
- Visit [www.thereader.org.uk](http://www.thereader.org.uk) and select the 'Get Involved Section' where you will be able to view the full job description, recruitment pack and download an application form. Please complete the application form and submit to [laurakershaw@thereader.org.uk](mailto:laurakershaw@thereader.org.uk)

**Deadline for applications: Tuesday 25<sup>th</sup> February 2020, 9am.**

- NB: applications arriving after 9am will not be considered

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- A high volume of applications may make replies to everyone impossible.

**Selection Process:** If successful at shortlisting you will be invited to attend a panel interview. You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.