



Corporate Partnerships Manager – Role Description

The Talent Tap is a social mobility charity, and our vision is to change the lives of state educated students by giving them the work experience, support, and network that they need to succeed in their chosen careers.

We are a youth-led charity and we're growing fast! We're looking for a Corporate Partnerships Manager to work with our Corporate Partnerships Lead to build and develop our portfolio of supporters, ensuring that we can continue to deliver and grow our offering to the young people we support.

Key responsibilities

Corporate partnerships management:

- Research corporate prospects, building a pipeline of companies whose aims and priorities match those of our work.
- Build long-term relationships with our partners through a clear communication timeline.
- Deliver presentations to promote The Talent Tap.
- Attend networking events to raise the profile of The Talent Tap and build a network of professional contacts.
- Ensure all corporate supporters and associated partnerships are kept up-to-date in our CRM.

Programme support and development:

- Work with our Programme Officer to create meaningful work placements for our summer residential programmes.
- Work with corporate supporters to design impactful events during our summer programmes.
- Be the main point of contact for all supporters/volunteers during our in-person programmes.

Volunteer engagement:

- Develop and promote volunteering opportunities in partnership with the Programme Team.
- Create materials to inspire donations and volunteering support.
- Manage the mentors on our mentoring programme, ensuring they engage with the platform.

Fundraising, marketing & events support:

- Market and track engagement on our fundraising challenges.
- Support all participating volunteers in the build up to fundraising events.
- Lead on the creation of promotional material for the events (e.g. creating t-shirts, writing copy for social media, creating graphics etc.)
- Create content for our social media platforms (mainly LinkedIn) and keep up-to-date with social mobility trends and reports.
- Book venues, manage guest lists and support with the organisation of our annual fundraising events, including dinners, our annual Youth Symposium and networking receptions.

Person specification:

- Passionate about social mobility
- Organised and good at prioritising
- A confident communicator and happy to attend networking events
- Good and building relationships with supporters in a corporate environment
- Be proactive and creative in how you engage with stakeholders.
- Willing to travel within the UK and spend some time away from home (approx. 4 weeks a year)
- A thorough working knowledge of Microsoft Office (OneDrive, Excel, Word etc.)

Desirable:

- Fundraising experience
- Experience using a CRM
- A good knowledge of social media platforms (specifically LinkedIn)

Location & hours of work:

Office space in Winchester/Basingstoke. This is a permanent contract (subject to 6 month probationary period). You'll work 35-40 hours a week.

Benefits:

- Opportunities for rapid career progression in a small, dynamic team
- Automatic enrolment to workplace pension scheme with 3% employer contribution.
- Part of a friendly team making a real difference in the social mobility space
- Salary range between £28,000 and £32,000 per annum DOE
- 28 days holiday including bank holidays (with a discretionary break in December)
- Flexibility. In-person time with the team is important and so we'd ask you to be in the office 2-3 days a week. Where you are the rest of the week is up to you!

The application process:

Stage one: Send a copy of your up-to-date CV and a one-page cover letter outlining why you're suitable for the role to team@thetalenttap.com. **Include the job title in your subject line.**

Stage two: An informal 20-minute Zoom call with the Corporate Partnerships Manager to answer some scenario-based questions, discuss the ins and outs of the role in more detail, and give you the opportunity to ask questions.

Stage three: A 45-minute formal interview via Zoom with our CEO and one of our trustees.

If you need additional support with using Zoom/Teams for interview, then please do let us know what you need and where we can help make this accessible.

Closing date – Friday 17th November

Racial justice, inclusion, and diversity:

We are working towards a goal where our team fully reflects that diversity and difference in lived experiences. Our work is centred around combatting white privilege and racial injustice, and we work tirelessly to identify what else we can do to ensure that The Talent Tap is an organisation that fully embraces its responsibilities to tackle racism, gender discrimination and employment bias.

We know we operate in a charity sector that struggles with racism, we are fully committed to running a recruitment process that underlines our commitment to racial justice and wider inclusion and diversity. That means:

- A really broad search, reaching out through as many different channels as we can
- A selection process based on values, skills and competencies.

We want The Talent Tap to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments.