

**Application Pack**



## **Corporate Partnerships Officer**

**Closing date EXTENDED: Friday 08 July 2022 at 9am**

World Land Trust is a UK based conservation charity. Registered charity no. 1001291 | Limited company registered in England & Wales no. 2552942 Phone: +44 (0) 1986 874422 Email: [info@worldlandtrust.org](mailto:info@worldlandtrust.org) Website: [Worldlandtrust.org](http://Worldlandtrust.org)  
Registered office: Blyth House, Bridge Street, Halesworth, IP19 8AB, Suffolk, United Kingdom.

## Application Pack

# Corporate Partnerships Officer

## Who we are

World Land Trust (WLT) is an international conservation charity that helps to protect the world's most biologically significant and threatened habitats, acre by acre.

As the pioneers of the Buy an Acre approach, we have spent more than 30 years raising funds for local people to secure and protect the land they know best in America, Africa, Asia and beyond. With over 2.4 million acres protected and nearly 2.5 million native trees funded to date, our ambition is now to drive this conservation action at scale – more acres and more species protected in this make-or-break decade for biodiversity and climate.

## Job Summary

The Corporate Partnerships Officer will be actively supporting the Corporate Partnerships Manager to deliver the Corporate Partnership programme to drive growth of WLT's income in support of the delivery of WLT's strategy, providing the highest possible level of stewardship to new and existing corporate partners.

This role will engage new corporate supporters, build positive working relationships and support corporate partners to generate income through philanthropic donations and sales of carbon credits, inspiring and motivating companies to become a corporate partner and continue contributing to our work to achieve annual net income targets and reach other KPIs.

**We're happy to talk flexible working, from day one.**



## Our Values

At World Land Trust we are committed to inclusion and respect to our employees, those who support us, and those whom we support.

WLT will always approach every situation in a **positive** way to find and communicate solutions, operating and communicating with **honesty**, remaining focused on our mission, and working in a **supportive** way with our staff, partners and supporters.

We treat everyone with respect and have particular regard for the 'protected characteristics' under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We have a zero-tolerance policy towards discriminatory language or actions that could create a hostile environment and we do not accept behaviour that amounts to harassment or exclusion of any individual.

## Application Pack

### Job Description

#### Corporate Partnerships Officer

Reporting To: Corporate Partnerships Manager

#### Job Purpose

Supporting the Corporate Partnerships Manager to deliver the Corporate Partnership programme to drive growth of WLT's income in support of the delivery of WLT's strategy, providing the highest possible level of stewardship to new and existing corporate partners.

#### Main duties and responsibilities

- Build, manage and take responsibility for first-class and long-term relationships with prospective and current corporate partnerships in a way that is timely, professional and reflects our values, to ensure they have a positive and mutually beneficial experience at WLT.
- Professionally respond to and develop corporate enquiries following the due diligence process to ensure alignment with WLT's aims and values.
- Assist the Corporate Partnerships Manager to drive forward new corporate opportunities and together make proactive approaches to potential corporate supporters, which may require occasional attendance at events.
- Produce agreements across the fundraising streams for corporate supporters, which accurately reflect their contribution and clearly outline expectations of both parties.
- Work effectively with internal and external stakeholders to support the Corporate Partnerships Manager in delivering direct marketing projects including the development of stewardship communications.
- Fulfil funding obligations including submission of reports, financial and carbon claims, PR, and other requirements set out in the agreement of funding support.
- Ensure that external communications developed by corporate supporters, including web pages and press releases, are in line with WLT brand guidelines.
- Identify opportunities to develop Corporate relationships across the range of WLT core programmes and promote the support of corporate partners through WLT's communication channels
- Produce internal reports as required and interrogate data to enable effective monitoring of corporate fundraising activities and progress towards personal and team objectives against WLT strategy.
- Effectively use the fundraising database, and suite of MSOffice products to ensure supporter records are entered and updated in a timely and accurate manner, in line with data protection requirements and fundraising best practice.
- Undertake other activities as requested by the Line Manager, commensurate with skills, experience, pay level and role.

*The postholder will be expected to actively engage with, and promote, our workplace Values which are: Focused, Honest, Positive and Supportive.*

## Application Pack

### Person Specification

#### Knowledge and Experience

- At least two year's relevant experience in a fundraising role, ideally involving donor recruitment and stewardship that results in long term support (essential)
- A proven track record in meeting fundraising targets and working to strict deadlines (essential)
- Experience of corporate fundraising (highly desirable)
- Experience of working for the not-for-profit sector (desirable)

#### Key Skills and Competencies

- Excellent written and verbal communication skills, with the ability to communicate professionally and effectively to different types of audiences through various channels (essential)
- Exceptional interpersonal skills with the ability to inspire and motivate a wide range of stakeholders (essential)
- Able to build strong and lasting relationships and work collaboratively across teams (essential)
- Able to define and assess a situation through gathering facts and evidence, evaluating options and making credible decisions to progress work within limits of responsibility of role (essential)
- Excellent standard of IT competence including Microsoft Office and databases (essential)
- Ability to plan, balance and manage competing priorities (essential)
- Able to identify opportunities to make improvements to processes to enhance the donor experience (essential)
- Commitment to accuracy and attention to detail (essential)
- Experience of maintaining fundraising data within a CRM database and producing meaningful reports (desirable)

#### Personal Attributes

- A creative and proactive approach to all areas of work with a 'can do' attitude (essential)
- Strong team working focus with a flexible and adaptable approach (essential)

#### Other

- An empathy and understanding of WLT's mission and values (essential)
- Flexibility and willingness to travel and attend occasional events outside normal office hours (desirable)

### How to Apply

Please log your details and upload your CV and covering letter, which must state how you feel your skills and experience meet the requirements of the role, using the link below. Please note that applications will not be accepted without both of these documents.

<https://hr.breathehr.com/v/corporate-partnerships-officer-23564>

**Closing Date EXTENDED 9am on Friday 08 July 2022**

**Interviews are expected to take place on Wednesday 20 July 2022**

## Application Pack

### Terms and Conditions

Duration of Contract: Open term contract

Probationary Period: Six months

Salary: £26,000 pa based on full time hours

Location: Our contractual place of work is at our offices in Halesworth, Suffolk, however we encourage conversations from the first day of employment around flexible and hybrid working in line with our discretionary Flexible and Hybrid Working Policies.

Hours of Work: Our full-time hours are 35 hours per week. Our normal working days are Monday to Friday inclusive and we are open to discussions around preferences for how the hours are worked, dependent on the role requirements and availability within the team, in line with our discretionary Flexible Working Policy. Our preference is for working days to include Tuesday to Thursday.

Notice period: One month following successful completion of probationary period.

#### Main Benefits:

- 33 days' annual holiday entitlement (including Bank Holidays) pro rata for part-time working hours.
- Pension Salary Exchange scheme with an employer's contribution of 5% and minimum employee contribution of 3%. Option to build personal pension funds in the Stewardship Lifestyle Strategy, which has exclusions in relation to animal welfare and environmental concerns, including mining.
- Group Life Assurance scheme, currently set at a benefit of 4 x basic salary.
- Employee Assistance Programme, including access to counselling and a wellbeing helpline.
- Annual appraisal and a Personal Development Plan to support growth and development within the role. Opportunities to develop wider skills in relation to first aid, wellbeing, and diversity and inclusion.
- Cycle to Work Scheme currently with Green Commute Initiative, a not-for-profit scheme provider.
- Eyecare vouchers for VDU users, which can be used in most High Street opticians.
- An in-house Green Team, open to all staff to join, which looks at environmental related issues in relation to our offices and work.

**If you have any questions not answered in this application pack, or you are having difficulty uploading your documents, please email [Jobs@worldlandtrust.org](mailto:Jobs@worldlandtrust.org).**