



**WORLD  
LAND  
TRUST**

Saving land  
Saving species

# **APPLICATION PACK**

## **Corporates Partnerships Officer**

Closing Date: Wednesday 21 May 2025

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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.

## Who We Are



World Land Trust (WLT) is an international conservation charity that protects the world's most biologically significant and threatened habitats and species.

Our mission is to help people across the world protect and restore their land to safeguard biodiversity and the climate. Working through a network of partner organisations around the world, WLT funds the creation of reserves and provides permanent protection for habitats and wildlife. Partnerships are developed with established and highly respected local organisations who engage support and commitment among the local community.

## 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, sexual harassment or exclusion of any individual.

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



# CORPORATE PARTNERSHIPS OFFICER

## Job Description

<b>Salary:</b>	Full-time starting salary £25,000 pa
<b>Hours:</b>	Full-time (35 hours per week) however we will consider part-time hours (see Our Benefits below)
<b>Contract:</b>	Permanent
<b>Proposed Start Date:</b>	As soon as possible
<b>Location:</b>	Halesworth, Suffolk with opportunities for hybrid working
<b>Reporting to:</b>	Partnerships Manager (Corporates)

### Summary:

As Corporate Partnerships Officer, you'll play a crucial role within our highly successful corporate partnerships team. Your primary responsibility will be to administer, steward and nurture relationships with existing corporate supporters. You'll provide engaging correspondence to thank and inspire our supporters on the impact of their support to ensure their continued commitment and consistent income to achieve WLT's mission.

Your daily interactions will set the gold standard for experience and stewardship, demonstrating prompt, helpful, professional, and friendly communication to foster long-term, mutually beneficial relationships. Additionally, you will play a pivotal role in boosting income by ensuring that corporate supporter pledges are fulfilled and partners continue to see value in supporting the work of WLT.

### Main duties and responsibilities

1. Provide the highest possible quality of experience and stewardship to WLT's corporate partners through prompt, helpful, professional and friendly daily communications, in order to maintain and develop long-term, mutually beneficial relationships.

2. In line with corporate agreements, efficiently keep up to date with donation payment schedules to ensure pledges are fulfilled and continuous income is generated to WLT.
3. Issue Donation Pledge and Logo Use invoice requests, liaising with the Finance and Supporter Care teams where necessary on received income to ensure accurate recording and reconciliation of transactions.
4. In a timely manner, provide acknowledgement emails and certificates for corporate income received, both for philanthropic gifts and Carbon Balanced contributions.
5. Stay informed with WLT's core philanthropic and Carbon Balanced programmes and provide engaging email communications to update and thank businesses on the conservation impact of their support.
6. Maintain and update corporate partnership records, pledges and contacts on WLT's CRM database, ensuring timely input and accuracy of information.
7. Work to continually develop and improve internal processes to maximise the CRM and TEAMS systems for corporate record keeping and reporting.
8. Extract data, mailing and contact lists from the CRM as required to enable reporting, in line with Data Protection guidelines.
9. Provide corporate partners with assets such as WLT logos, images, project and other information, as required to nurture and promote the partnership.
10. 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.*

## **Person Specification**

### **Knowledge and Experience:**

- Ideally at least two years' experience administering and stewarding an existing client base, supporting longer-term relationships
- Experience working in a fundraising environment (desirable)
- Experience working for the not-for-profit sector (desirable)

## **Key Skills and Competencies:**

- Exceptional, professional and warm communication skills, both written (primarily) and verbal, with the ability to engage a wide range of stakeholders (essential)
- A people-person, passionate about building long-term relationships and identifying opportunities to enhance stewardship (essential)
- Strong administrative skills with an investigative approach to resolving issues (essential)
- Solution-focused with an adaptable, creative and flexible approach to deliver the right outcome in various situations to reflect individual corporate needs (essential)
- Excellent standard of IT competence including Microsoft Office and databases (essential)
- Able to plan, balance and manage competing priorities (essential)
- Commitment to accuracy and attention to detail (essential)
- Experience maintaining fundraising data within a CRM database (desirable)
- Strong numeracy skills to support the production of invoices and financial reconciliation.

## **Personal Attributes:**

- Highly collaborative team player (essential)
- An empathy and understanding of WLT's mission and values (essential)

## **How to Apply**

We are working with Charity People to find our next team member so please send your CV and covering letter to Philippa Randle ([philippa@charitypeople.co.uk](mailto:philippa@charitypeople.co.uk)) by Wednesday 21 May 2025 or call on 07563 030588 before then if you have any questions or would like to discuss the role further.

Your covering letter is an important part of your application. This is an opportunity for you to share with us why you are passionate about working for World Land Trust, why this role interests you, and for you to provide examples of how your skills and experience match the person specification and make you a strong candidate.

We recognise that AI tools can be helpful for some people, however we encourage you to use your own voice to share examples of your experiences and

skills within your application to ensure that your responses reflect what you can bring to the team as the unique individual that you are.

**All candidates are asked to confirm in their covering letter if they require permission to work in the UK** and the covering letter should be no more than two pages, addressed to Tracey (Tracey Butler), who is our Partnerships Manager (Corporates).

We would like to thank you for your interest in World Land Trust and for your time in applying. If you have any questions not answered in this application pack, please contact Philippa Randle in the first instance (see How to Apply for contact details).

## **Shortlisted Candidates**

Please note that candidates will be shortlisted according to the criteria listed within the person specification. We recognise the time and effort that goes into the application process and would like to reassure candidates that all applications will be reviewed by a human panel and that WLT do not use AI tools to determine the shortlist.

We know how frustrating it is to not get an update about your application and therefore we will ensure that we let all applicants know whether they have been shortlisted for interview or not through Charity People as quickly as possible following the closing date.

Interviews will be held on **Thursday 29 May 2025**.

## **Interviews**

Interviews for shortlisted candidates will be carried out remotely through Teams and will be based on a number of questions to better understand your skills and experience and how they might match those that we are looking for from our new team member. All applicants will have an opportunity to ask questions of the panel during the interview. The panel for this vacancy will be Emma Douglas, Director of Development and Tracey Butler, Partnerships Manager (Corporates).

## Our Benefits

- **Salary** – starting salary is £25,000 pa for full-time hours, subject to skills and experience.
- **Hours of work** – we are ideally looking for full-time hours, which are 35-hours per week however we would consider part-time applications based on a minimum of 30-hours over 4-5 days.
- **Flexible working opportunities** – we know that our staff value the opportunity to enjoy a healthy work-life balance and so we build flexibility into the way we work from day one, including opportunities for hybrid working. The majority of our full-time staff are working on a 9-day fortnight basis, with one day off every fortnight, and we have recruited staff from across the country by enabling hybrid working, subject to any specific role requirements. All employees as a minimum are required to attend face-to-face quarterly Staff Meetings in Suffolk along with monthly team meetings, and any additional meetings/planning days where we feel it's important to have that face-to-face interaction to build and maintain working relationships. Note that as this role is eligible for hybrid working and does not require a daily commute, travel to Staff Meetings and team meetings (up to once per month but some team meetings may fall on the day before or after the Staff Meeting) are not eligible for travel expense reimbursement or any associated costs so please do ensure that this is feasible for you. We are flexible for the right candidate but would ideally like someone who can work a minimum of once a week from our offices as part of the team to support the building of team relationships. This is a UK-based role.
- **Annual leave** – we offer 36 days' annual leave (including Bank Holidays), pro-rata for part-time hours, plus an additional discretionary day each year to volunteer for a charity or community organisation of your choice.
- **Group personal pension scheme** – investing in companies that can demonstrate positive application of Environmental, Social and Governance (ESG) criteria, which ensures that our pension scheme operates in line with our Values. We also offer Pension Salary Exchange as a way of making tax-efficient contributions into your workplace pension. Our pension is 3% employee and 5% employer contributions.

- **Group life assurance** – whilst we hope our staff live long and happy lives, we want to give some peace of mind and this benefit provides a lump sum payment of 4x salary.
- **Occupational sick pay** – we keep our benefits under review and recently introduced occupational sick pay for staff from day 1.
- **Wellbeing** – our staff wellbeing is important to us and so alongside a Wellbeing policy, supported by an Employee Assistance Programme which includes access to counselling and a wellbeing helpline, we have provided opportunities for staff – and managers – to attend inhouse training to support their own wellbeing and those of their teams.
- **Cycle to Work Scheme** – we're currently working with a not-for-profit scheme provider to give our staff the chance to purchase a bike (including e-bike options) through a salary exchange scheme, which means you save the tax and NI that you would pay if you bought the bike directly from your next (after tax) pay giving savings of up to 47%!
- **Inclusion** – we work hard to ensure that we provide a welcoming and supportive environment for all staff where they can be the best they can be; as part of this we share our Inclusion Passport with you shortly after joining. This means we start off with a conversation about what helps you to work best, feel included and be supported, which can encompass, for example, neurodiversity, religious practices, menopause, disability, and gender identity and expression.
- **Employee voice** – we know that there is always room to improve and so we work with a not-for-profit programme, 'Best Employers Eastern Region', to provide an annual, anonymised, employee engagement survey, using the results to guide our People Plan for the following year. We're proud of our staff participation rate and the effort they make to share their thoughts with us, as well as our consistently high levels of staff engagement.
- **Learning and Development** – we support growth and development within role and this forms part of regular conversations with staff, brought together in our annual Performance and Development Review (PDR) which is reviewed regularly across the year to support staff with prioritisation and workload, and wellbeing. Retaining expertise and providing opportunities is something that's important to us and we have seen a number of staff move into new roles within World Land Trust.

**But that's not the end of it! We keep our benefits under review and look for new opportunities to improve the employee experience.**

## **Conditions of Employment**

To comply with the Immigration Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, **all applicants will need to be eligible to work in the UK and will be required to be UK based as a condition of the offer of employment.** If you are shortlisted for interview we will ask to see a copy of an appropriate official document as set out in the UKBA guidelines and we are required to carry out a physical check of documents for the successful candidate. Do not send anything now, further information will be sent to you should you be invited to interview.