



Partnerships Officer

Application deadline: Please enquire at jobs@fightforpeace.net

Location: Newham, east London

Full-time contract of 37.5 hrs per week (negotiable for the right person) with 30 days' annual leave

Salary: £28k depending on experience and pro rata for reduced hours

The Role

You should have at least one year of fundraising experience, or transferrable experience from another sector as well as excellent verbal and written communication skills, with the ability to write clearly and creatively, and the ability to adapt style to suit the audience and situation. Experience of writing reports and proposals is a must as with building and managing relationships, resulting in measurable outcomes as well as excellent working knowledge of MS Office packages with experience of a database/CRM.

You will:

- Accountable for the achievement of current and future partnerships. Working with peers and line management to achieve the collective objectives and goals.
- Support on the co-ordination and implementation of the Trusts and Foundations and Statutory segments of the Partnerships Team's 2021 – 2023 Fundraising strategy.
- Contribute to the maintenance and ongoing development of the team's processes and procedures.
- Rejuvenate the CRM system and keep updated ensuring that all funder records are accurate and current.

Attributes

- Self-starter, ability to use own initiative and work with others to achieve targets.
- Ability to work independently, cooperatively and as an effective team member.
- Excellent organisational and administrative skills, with close attention to detail.
- Strong ability to build and maintain relationships with a range of internal and external stakeholders.
- A commitment to professional development and a strong interest in developing a career in fundraising.
- A willingness to try new things and support the development of others.

Application process

- Interested candidates should send their CV and a covering letter of no more than 2 pages to jobs@fightforpeace.net with the subject title 'Partnerships Officer application'.
- On receipt of your application, you will be sent an Equal Opportunities questionnaire.

Our Commitment to Safeguarding, Equality and Inclusion:

Fight for Peace is committed to safeguarding the welfare of the children, young people and adults at risk that the organisation works with. We are committed to equality and inclusive practice. Fight for Peace actively promotes equality of opportunity for all and welcomes applications from a wide range of prospective employees and participants, including those with relevant lived experience, a history of offending or with criminal records.

Fight for Peace will only ask an individual to provide details of sensitive information, including convictions and cautions, that it is legally entitled to know about. Most of our staff and volunteers will be in Positions of Trust and a Disclosure and Barring Service (DBS) check must be completed by anyone who meets the government's definition of 'Regulated Activity' or 'Regular Activity' within our activities and services. We do not want this to be a barrier to those who have the potential to add great value to the work we do.

All information disclosed for the purposes of employment will be used for the sole purpose of assessing whether an individual is suitable and appropriate to work with our members and/or if any specific arrangements around supervision and support might be required. All information gathered as part of our recruitment processes will be treated sensitively and equitably, with confidentiality strictly maintained.

Right to work in the UK essential.