

Job Description

Senior Partnerships Manager SeeBeyondBorders UK

About SeeBeyondBorders	<p>SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders entities are grouped in an International Alliance with registered charities in the UK, Ireland and Australia, ("Donor countries") and in Cambodia where we currently operate as a registered international non-government organisation.</p> <p>From its Cambodian offices in Battambang & Siem Reap Provinces, SeeBeyondBorders conducts programmes to teach and guide teachers, while engaging and supporting parents and communities to enable their children to attend school. In the work we do in schools, with education systems, and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.</p> <p>Founded in 2012, SeeBeyondBorders UK (Charity Number 1146044) is a London based charity focused on providing the support needed for Cambodian children to access quality education at primary school.</p>
Reporting to	UK Trustees/Director of Development
Type of Employment	Part time 3 - 4 days per week in a permanent role
Deadline for Applications	22 nd of April 2022
Place of Employment	The place of employment can be anywhere in the UK and the successful candidate may work from home or organise a shared work space. They must be willing to travel to London and elsewhere in the UK as the role requires.
Responsibility for Values	Active commitment to the SeeBeyondBorders Development Philosophy and values; Changemaker Competency Integrity Courage Respect
Job over-view	<p>This is a key moment of transition for SeeBeyondBorders as it looks beyond COVID19 and develops its structure to provide greater local autonomy and sense of purpose. Through its International Alliance, the Charity is developing the capabilities in Donor countries and maximising opportunities to fund its work in Cambodia while further strengthening the organisation.</p> <p>The Senior Partnerships Manager will take overall responsibility for the operation of the charity in the UK. They will lead the charity in increasing revenue, representing SeeBeyondBorders to UK stakeholders and upholding all donor and charity compliance requirements. Furthermore the Senior Partnerships Manager will be the budget holder for the UK and work with the Trustees, staff and volunteers to ensure the charity is managed efficiently and effectively.</p> <p>Central to the role will be the ability to grow and diversify income for the charity to meet current and future needs. SeeBeyondBorders UK has an existing fundraising base from which we are looking to build and develop. The Senior Partnerships</p>

Manager will design and implement effective fundraising strategies to grow the charity and achieve income targets in the UK.

Working collaboratively with the international operations of SeeBeyondBorders including counterparts in Cambodia and other donor countries, will be essential for success in this role. Particular focus will be on fundraising from corporates and high net-worth individuals liaising with the Development team in Cambodia on grant applications and where funding is required.

Qualities

SeeBeyondBorders UK is looking for someone who is proactive while professional with high integrity and credibility; someone who is a consummate and persuasive communicator, while having an eye for detail and an ability to inspire and lead a team. The Senior Partnerships Manager will have a clear vision and determination as to how the charity can grow in the future. They will be able to write professional and engaging funding applications, and build relationships with a wide range of existing and new stakeholders. They will have spent several years working as a fundraiser in international development or fundraising in the UK for a domestic charity and be now seeking a leadership role.

Qualifications and experience – essential

The suitable candidate will have:

- Relevant degree level qualifications in business, international development, project management or similar
- A minimum of 5 years working experience at a senior level that has included fundraising/revenue raising experience, engaging with institutional donors, donor management and reporting, and people management
- Experience with donor and charity compliance
- A track record of having developed and managed key relationships for a charity while using an effective information database to support their team's work in a variety of settings and charity types
- Demonstrable success in bringing in significant funding in previous roles
- Experience with managing budgets for fundraising costs and fundraising income
- Experience leading a team including working with a Board of Trustees
- Experience of liaising with and supporting a communications function in the organisations where they have been fundraising
- Complete fluency with written and spoken English

Qualifications and experience - desirable

It would be desirable for the suitable candidate to have:

- Project and/or programme management experience including the development of programme impact goals and measurements
- Understanding of Cambodian culture, and laws
- Experience in the education sector

Personal Characteristics

- Results-oriented individual keen to develop the skills of others to achieve results
- Comfortable establishing relationships with major donors and philanthropists while developing their knowledge of how to support causes effectively and use their position for the benefit of the charity
- Proactive, confident and comfortable to initiate conversations while still a team player, willing to work hard and set an example to colleagues
- Respected and respectful with a high level of honesty and integrity
- Innovative and creative attitude to change and problem solving, with a willingness to share ideas and identify opportunities for improvement

- Able to communicate, collaborate, and show empathy with colleagues and partners at all levels and from a variety of ethnic, social and religious backgrounds
- Patient and empathetic under challenging situations

Tasks and responsibilities

The successful candidate will be able to develop and manage their Key Performance Indicators working with both the UK Trustees and the Director of Development based in Cambodia to agree targets and set their tasks accordingly.

The role has two essential elements as follows:

1. Being responsible for managing, maintaining and growing the funds raised in the UK from a diverse range of sources, maximising return on investment while playing to SeeBeyondBorders strengths and working actively with teams throughout the Alliance.
2. Coordinating the UK entities autonomy, as envisaged in the Alliance Agreement, over how it allocates its funding, how it manages its funding applications and donor communications, how it critiques project reporting, and how it ensures compliance is maintained at levels required by donors, all within the parameters of the Alliance Agreement and in coordination with the International operation and Alliance funding needs.

The role will require travel within the UK and periodic visits to Cambodia to develop and maintain regular and close connection with the teams based there. In all Alliance Agreement matters, this role will have close cooperation with the Director of Development in Cambodia, while overriding reporting requirements remain to the UK Trustees.

Related key responsibilities will include but not be limited to the following:

- Lead the fundraising and revenue raising planning process in the UK and produce effective strategies and plans to achieve income targets for the UK in line with the International Fundraising and Communications Plan
- Manage other staff and volunteers in the UK ensuring adequate performance management and appraisal
- Ensure that reporting on the progress of projects is of high quality and in accordance with funding agreements
- Ensure suitable standards of charity and donor compliance are maintained
- Identify and organise training where necessary
- Coordinate appropriate due diligence over operations in Cambodia, reporting findings to the Trustees, and make recommendations including to discontinue funding as a last resort
- Collaborate with and provide support for all fundraising activities including compliance, marketing and fundraising related communications as initiated at an International level
- Represent SeeBeyondBorders to key donors and at fundraising events in the UK
- Oversee and support the financial and office management functions in the UK taking responsibility for the local budget
- Support and strategically leverage the time and expertise of the UK Trustees in a way that provides for their autonomy in the Alliance while adding value and enabling the charity to grow

Salary

£38,000 - £43,000 (Commensurate with qualifications and experience)

Applications

Applications addressing the specific requirements in this Job Description should be submitted by email to uk@seebeyondborders.org. Applications should include a Curriculum Vitae and cover letter.

More information and enquiries Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to uk@seebeyondborders.org
Further information about SeeBeyondBorders is available at
Web www.seebeyondborders.org
Facebook www.facebook.com/SeeBeyondBorders
Twitter www.twitter.com/seebeyondborder

The successful candidate will be offered the role subject to acceptable references and a Disclosure and Barring Service (DBS) Check as part of our safeguarding responsibilities. You will also be asked to sign our Child and Vulnerable People Protection Policy, Code of Conduct and agree to abide by all policies that can be found at <https://www.seebeyondborders.org/policies/>.

Note: This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The job description may be subject to review in the view of new structures and / or the changing needs of the organisation. SeeBeyondBorders UK is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.