



THE PRINCE'S  
COUNTRYSIDE  
FUND

## Corporate Partnerships Officer Job Description & Person Specification

|             |                                 |
|-------------|---------------------------------|
| Role:       | Corporate Partnerships Officer  |
| Department: | The Prince's Countryside Fund   |
| Contract:   | Permanent                       |
| Hours:      | Full time (37.5 hours per week) |
| Location:   | Victoria, London                |
| Reports to: | Corporate Partnerships Manager  |
| Salary:     | £23,000 - £25,000 per annum     |

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### About The Prince's Countryside Fund

The Prince's Countryside Fund is creating a real future for rural Britain. Our vision is of thriving family farms and rural communities, encouraged and recognised for the way they look after the countryside and their role in creating a sustainable future for our whole nation.

In practice, our work falls under three pillars – thriving farming families, confident rural communities, and inspiring support. We provide support, funding, and advice to all people living and working in the countryside, and our ambitious fundraising strategy underpins this.

We award over £500,000 in grants to rural, community led projects across the UK each year and with a new four-year strategy in place, this is an exciting time to join the charity

### Purpose of the role

The primary purpose of the role is to assist in the charity's fundraising programme through corporate partner management. Supporting the Corporate Partnerships Manager, this role will focus on the day-to-day administration of corporate partnerships, marketing and communications around the relationships, and seeking new opportunities within current and new corporate partnerships.

This role will assist the Corporate Partnerships Manager with the portfolio of approximately 20 corporate partners and donors with varying degrees of engagement; assisting with outstanding account management through maintaining and nurturing an effective professional relationship with current supporters; maximising the value of their association through branding and communications; and activating bespoke projects such as bursary schemes, apprenticeship schemes and events.



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This role will also support the Corporate Partnerships Manager with preparing pitches and cases for support for new corporate partnerships.

### **Main Responsibilities / Accountabilities:**

- Day-to-day administration of the PCF's corporate partnerships including assisting with contracts, managing the invoicing process, reporting, and diary management.
- Undertaking research and due diligence on prospective corporate partners and ensuring that possible reputational issues have been fully considered.
- Working with the Corporate Partnerships Manager, developing pitches and applications to achieve income targets.
- Assisting with fundraising events and partner activations.
- Leading on communications and marketing around corporate partner activity including drafting social media, press releases, and news articles, ensuring that PCF and partner brand and content guidelines are fully adhered to.
- Contact existing supporters on a regular basis following an engagement plan agreed with the Corporate Partnerships Manager.
- Liaise with non-commercial stakeholders as appropriate to form valuable partnerships.

### **Additional Accountabilities**

- Ensure that health and safety requirements are met in the areas for which the jobholder is responsible.
- The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

### **Special working conditions:**

- Travelling across the UK.
- Attending evening and early morning events.
- Some overnight stays.

### **Person specification**



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- Knowledge**
- Some knowledge of business drivers for corporate responsibility.
  - Some knowledge of marketing and communications.
  - Some knowledge or interest in farming and the countryside is advantageous.
- Experience**
- Experience of prioritising in a busy environment.
  - Experience of building relationships and customer service.
  - Experience of producing accurate and engaging documents.
- Skills**
- Confident networker.
  - Creative, innovative and flexible.
  - Excellent attention to detail.
  - Ability to learn quickly, work well within a team as well as independently.
  - Excellent organisational, planning, prioritisation and time management skills.
  - Excellent presentation skills.
- Behaviours**
- Act in accordance with The Prince's Countryside Fund's values:
- Enthusiasm and affinity for the work of the Fund and rural matters.
  - A hard worker and a doer who delivers results.
  - Recognise the implications of working within a charity.
  - Demonstrate flexibility and open mindedness.
  - Give feedback and support.