

Position:	Head of Partnerships and Projects	April 2019
Salary:	£40,000 - £50,000 per annum (dependant on experience)	
Start date:	Immediate start date	
Contract type:	12 month fixed term contract Permanent, full time; Monday- Friday (5 days) 9am-5:30pm	

About Ovarian Cancer Action:

Ovarian Cancer Action (OCA) was founded in 2006, with a single purpose: to fund research to prevent women dying from ovarian cancer. We fund world-class scientific research leading to innovative treatments and progressive solutions. We campaign to ensure women and healthcare providers know the risk factors, symptoms and treatment options to enable informed and rapid action. Despite being the UK's deadliest gynaecological cancer, claiming a woman's life every two hours, ovarian cancer remains an underfunded and overlooked disease. And that's not ok with us. In fact, diseases like breast cancer had better survival rates five decades ago than ovarian cancer does in 2019. That's why we raise awareness of the disease amongst healthcare professionals and the general public, fight to put women's health firmly on the political agenda, and campaign for change.

We are based at 8-12 Camden High Street, London, NW1 0JH. Our office based team is made up of 20 dedicated and passionate staff members plus volunteers, all of whom work hard to spread our message, campaign for change, and generate the vital funds we need to support the scientific innovators who will help beat ovarian cancer. We have a broad network of vital supporters, from community fundraisers and corporate partners, to our family of Voices who champion the cause across the UK.

Our mission is to stop women dying of ovarian cancer but we can't do it alone. We mobilise people to take action, to spread the word, to tell their stories, and raise the vital funds we need to beat the disease once and for all.

About the Head of Partnerships and Projects:

We are looking for an individual to join our team to cover for a 12 month period working with the CEO and Senior Management team (SMT) to firstly develop a partnership strategy for the charity and secondly to set up and implement a planning process that incorporates strategy and campaign planning and budgeting.

The responsibilities of the role will be to:

- Lead a B2B strategy to help drive our growth strategy and impact across all areas of the charity including awareness, marketing, science and fundraising. This individual will work with the CEO on the strategy development to identify what the biggest opportunities are for strategic partnership, develop potential pitches and either lead these or work with the senior management team to secure them. Each area of awareness, marketing, science and fundraising have their own resources to pursue opportunities, but this role will create a more strategic and coordinated high level framework that meets our objectives and help kick start pitches and dialogues to accelerate our impact
- Design and set up a more formalised and best practice framework and process for strategic planning and campaign management across the charity across a 3 year / 1 year. This is a one off project, which will run within the charity when it is set up as a normal part of the business.
- Pick up and lead critical projects that relate to the growth and impact of the charity where resource may also be limited in other parts of the charity.

Position in organisation:

Reports to: CEO

Main working relationships:

Head of Fundraising, Head of Communications, Head of Public Affairs and Research, Head of Healthcare and Education, Corporate Partnership Manager, Finance

Direct stakeholders:

External Partners, Senior Management Team, Board Members, Professional Networks

Key responsibilities:

New partnerships:

- Develop and get agreement for an impactful and innovative partnership strategy to meet agreed targets.
- Research companies to understand their key motivators and approaches that fit with the activities and campaigns of the charity.
- Creatively develop new and innovative partnership pitches and approaches working via the team or directly as required.

Account Management:

- Set up effective account management and supporter care to a variety of stakeholders within each partnership, before handing over to the relevant part of the charity.
- Understand fully the work carried out by the charity and to communicate that effectively and honestly to all corporate partnerships.
- Develop effective administrative processes to support relationship management.
- Deliver talks and presentations to partners and / or bring in the team as required.

Strategic and campaign project planning

- Design, implement and embed an annual planning process and best practice end to end campaign management working with the relevant teams.
- Ensure all team members are trained as required to input effectively as their role requires.
- Ensure there is effective measurement of impact and ROI in place across all charity activities.

Ad hoc Project leadership

- Lead business critical projects as required to ensure the right level of focus and skills is in place.
- Develop a clear succession plan which can be easily handed over to other members of the team and to train them up to successfully carry on the work, as required.

About the ideal person and their experience and skills:

Career experience:

- Must have a proven track record of successfully working in a fundraising environment or in a business development or marketing account management role, for at least the last 4 years with demonstrable results in terms of impact across a variety of metrics (fundraising / programme impact / awareness / reputation building).
- A track record of working as part of a high performing and results orientated team.
- A track record of delivering strategic thinking to deliver objectives.

Partnerships

- Demonstrate sound knowledge of how to approach and build sustainable partnerships for the benefit of the charity.

- Ability to deliver compelling proposals orally and in writing to convey the appropriate message for the charity.

Stakeholder management

- Proven experience in managing senior stakeholders and building relationships ideally in both the not for profit and commercial sectors.
- Demonstrate a high level of commercial awareness and professionalism.

Campaign Management

- Experience in designing and delivering campaigns ideally including fundraising and marketing in a medium to large organisation where processes and end to campaign management are of a very high standard.

Project Management

- Experience of planning and delivering both simple and complex projects to a high standard.
- Excellent time management and organisational skills, as will often have to be working on more than one project at a time and must be able to prioritise workload.
- The ability to think logically, use initiative and work without supervision.

Interpersonal skills

- Excellent communication and interpersonal skills.
- Excellent negotiating and influencing skills.
- Excellent networking skills, relationship building and management skills.
- Must be able to work on own initiative but as a part of a proactive team, each with their own roles and function
- Work well within a team and have a positive, friendly, calm, professional and helpful disposition.

Other:

- Computer skills – must be experienced in the use of Microsoft Outlook, Word, Publisher, Excel and Databases.
- Ideally familiar with project management tools.

Personal Qualities

- Flexible, tenacious and driven to succeed
- Enthusiastic, highly motivated and a positive attitude
- Tact, diplomacy and an ability to maintain confidentiality

Benefits:

- 25 days annual holiday leave
(In addition, you will receive three non-contractual days leave due to the office closure between Christmas and New Year).
- Pension scheme with People's Pension (employee contribution 5%, employer contribution 3%).
- 24 hour confidential and free Employee Assistance Program to support you with both personal and work- related issues, and if required, confidential counselling sessions.
- Training and Development opportunities.
- Eye test and financial support with glasses if required.
- Interest free season ticket loans.
- Weekly free fruit, tea, and coffee.
- Social events for the team.

Recruitment process:

Thank you for your interest in this role. We would like to invite you to apply to work with us, by sending a short cover letter (no more than a page) of why you are interested in working with OCA and what your approach to strategic thinking is. Along with this, please send a copy of your latest CV to jobs@ovarian.org.uk. Please also take a look at our website www.ovarian.org.uk for more details about what we do.

Our deadline for the role is Friday 10th May, however we may contact you sooner to discuss the role if you meet the requirements, so please send your application in beforehand. If we find a suitable candidate to carry out the role, we reserve the right to end the recruitment process earlier than Friday 10th May. We will aim to respond to each applicant, however if you do not hear from us within 10 working days of the deadline, we will not be considering you for this role, however we encourage you to keep updated with our vacancies on our website, or through our various social media activities.

If you have any questions regarding this role, please email jobs@ovarian.org.uk, quoting the job title in the email heading.