



# Partnerships Manager Maternity Cover

## Information for Applicants



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# Welcome from our CEO

Dear Applicant,

Thank you for your interest in the post of **Partnerships Manager (Maternity Cover)** with NICHS. This is a vital role for the charity, to strategically and operationally lead and develop the organisations Corporate Fundraising, Give As You Earn and Trusts and Foundations programmes

I believe that in order to make the difference that we do, it is essential to recruit a team of high performing, dedicated staff. In this application pack you can find out more about what it takes to become a key part of the NICHS team.

As a voluntary sector organisation, one of the most important investments we make is in our people.

By embracing the world recognised Investors in People Standard, we have made a commitment to strive towards the very best in people management excellence and to make NICHS a great place to work.

We will appoint an individual who possess the skills and qualities that match our values. These values articulate those things that we genuinely believe in, and our Partnerships Manager will be a champion for these, and promote them in every aspect of what they do.

Our values are *Compassionate, Courageous, Considerate and Committed*.

For many, this values-driven culture is a key element of what makes NICHS a *special* place to work. People demonstrate how they experience the values personally and strive to act as role models, applying them on a daily basis in their relationships both with service users and colleagues; treating people with dignity and respect; supporting people to be involved in their communities; taking responsibility for actions; and being honest, open and accountable. In short, achieving our charitable aims to the highest possible standard.

Our collaborative working style has brought together staff from across departments, and built a strong sense of team identity. The successful candidate will be joining the NICHS team at an important time, and will play a key role in providing a needs-based support service to people affected by chronic lung conditions

We are lucky to have attracted and retained a resilient and talented work force, and have many long serving members of staff, some who have been with us for more than 30 years: clear evidence that NICHS is a special place to work, with a climate of positivity, characterised by optimism, mutual supportiveness and good humour.

I would like to thank you for your interest in joining the NICHS team.

Yours faithfully,

Declan Cunnane

Chief Executive

# Our Background

## **The work we do is vital for everyone in Northern Ireland.**

Today in Northern Ireland, ten people will suffer a heart attack. Eleven people will have a stroke. And one in every eight deaths will result from respiratory failure. In addition to this, almost 340,000 people are living with long term chest, heart, or stroke conditions.

Northern Ireland Chest Heart & Stroke is a local charity which helps people living with these conditions and their families. Each year we need to raise over £3m to fund our range of programmes, community services and research in the hospitals and universities of Northern Ireland.

Our vision for Northern Ireland is one where everyone can live life to the full, free from chest, heart and stroke illnesses. To achieve this, our work is focused in these areas: Care Services, Prevention, Health Promotion, Research, Lobbying and Policy Work.

All our work is in Northern Ireland. When people donate to NICHHS, they know their entire gift will be used for local benefit. Please visit our website to find out more about what we do and the difference that we make - [www.nichs.org.uk](http://www.nichs.org.uk).



# OUR CULTURE

Our **Values** are the principles that drive us, the things that are most important to us, our motivation. They reinforce the way we interact with each other, our volunteers, service users and everyone else. They describe why NI Chest Heart & Stroke is unique, and they help to drive the culture of our organisation.

We have identified the four values that best identify the principles that are most important to us, **Compassion, Courage, Consideration and Commitment, the 4 C's.**

All our activities are undertaken to the highest possible ethical standards. In addition to meeting our legal and regulatory requirements, we are committed to acting openly and honestly in all our activities and comply with the standards outlined in the Code of Fundraising Practice and the Charity Governance Code.

- **We will act honestly, truthfully and with integrity in all our actions**
- **We will report our activities in a transparent and open way**
- **We will treat everyone with dignity and respect**
- **We will always act impartially and objectively and avoid conflicts of interest**

## Our Purpose

| <b>Care</b>  | <b>Health Promotion</b>  | <b>Research</b>  | <b>Policy &amp; Campaigning</b>   |
|--|--|--|---|
| We will offer and deliver exceptional Care Services to meet the needs of people who have chest heart and stroke illnesses & their carers | We will contribute & collaborate with others to prevent chest, heart and stroke illnesses and avoidable deaths | To find better ways to prevent, treat and care for people affected by chest heart and stroke illnesses | To put chest, heart and stroke conditions at the heart of Government and Health Service Agendas |



# STRATEGIC PLAN SUMMARY 2018-2023

## Care

|                   |   |
|-------------------|---|
| <b>Purpose</b>    | We will offer and deliver exceptional Care Services to meet the needs of people who have chest heart and stroke illnesses & their carers.   |
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• to increase the number of people availing of our services</li> <li>• to continuously improve the quality and impact of our services</li> </ul> |

## Health Promotion

|                   |   |
|-------------------|---|
| <b>Purpose</b>    | We will contribute & collaborate with others to prevent chest, heart and stroke illnesses and avoidable deaths  |
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• to raise awareness of personal risk factors</li> <li>• to empower people to take action to reduce their risk of illness and</li> </ul> |

|  |   |
|--|---|
|  | <p>avoidable death</p> <ul style="list-style-type: none"> <li>• to work with people and communities at high risk on chest heart and stroke illness</li> <li>• to reach out to more young people to develop a healthy start</li> </ul> |
|--|---|

## Research & Impact

|                   |   |
|-------------------|---|
| <b>Purpose</b>    | To find better ways to prevent, treat and care for people affected by chest heart and stroke illnesses  |
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• to fund high quality local research that will deliver tangible benefits</li> <li>• to apply learning from research to influence policy and services</li> <li>• Use our research to improve our services and to inform our public policy positions</li> </ul> |

## Policy & Campaigning

|                   |   |
|-------------------|---|
| <b>Purpose</b>    | To put chest, heart and stroke conditions at the heart of Government and Health Service agendas   |
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• to influence public policy relating to chest, heart and stroke conditions</li> <li>• to achieve greater impact on population level health outcomes</li> <li>• to ensure chest heart and stroke survivors have access to the best treatment and care</li> </ul> |

## People

|                   |  |
|-------------------|--|
| <b>Purpose</b>    | We will strive to be a value-driven high performing team, with a culture of openness and accountability  |
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• to nurture a culture of strong leadership and continuous improvement</li> <li>• to ensure our people demonstrate our values</li> <li>• to invest in our people</li> <li>• to promote health and wellbeing within the workplace</li> </ul> |

## Income Generation

|                |   |
|----------------|---|
| <b>Purpose</b> | To grow income to support our charitable activities with an ethical and |
|----------------|---|

|                   |   |
|-------------------|---|
|                   | sustainable approach  |
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• to grow existing income streams</li> <li>• to introduce new and innovative income streams</li> </ul> |

## Corporate Services

|                   |   |
|-------------------|---|
| <b>Purpose</b>    | To ensure efficient and effective support is given to enable delivery of our charitable activities  |
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• to ensure regular and accurate financial reporting</li> <li>• to ensure robust policies and procedures are in place, complied with and regularly updated</li> <li>• to provide secure, flexible, innovative and responsive IT and physical Infrastructure</li> </ul> |

## Marketing & Communications

|                   |  |
|-------------------|--|
| <b>Purpose</b>    | To inform, grow and engage our audience  |
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• All our messages are engaging and informative</li> <li>• Maximum use of all platforms and channels</li> <li>• Raise the profile and awareness of NI Chest Heart &amp; Stroke</li> <li>• Improve staff and volunteer engagement</li> </ul> |





# The Role

## JOB DESCRIPTION

|                             |   |
|-----------------------------|---|
| <b>Position:</b>            | Partnerships Manager (Maternity Cover)            |
| <b>Reports to:</b>          | Director of Income Generation                     |
| <b>Responsible for:</b>     | Corporate Fundraiser, Fundraising Support Officer |
| <b>Hours:</b>               | 35 hours per week                                 |
| <b>Location:</b>            | Home-based and HQ Office                          |
| <b>Salary:</b>              | NJC point 34 £37, 890                             |
| <b>Contract:</b>            | Full time, temporary for 12 months                |
| <b>Probationary period:</b> | 6 months  |

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## Job Description

To strategically and operationally lead and develop the organisations Corporate Fundraising, Give As You Earn and Trusts and Foundations programmes.

## Main Responsibilities

### 1. Strategy, Planning and Financial Management

- To lead the strategic and operational planning, budgeting and development, of appropriate income streams.
- To review and update relevant fundraising strategies for relevant fundraising areas.
- To work with the Director in setting achievable income and expenditure budgets for fundraising areas of responsibility.
- To monitor progress against budget and reforecast income and expenditure.
- To achieve or exceed targets by managing the resources within the agreed budget and ensuring value for money.

- To ensure effective use of the fundraising database in monitoring income and reporting on each campaign and activity against set targets.
- To keep abreast of changes within the sector, reflecting critical aspects in updating the fundraising programmes.

## 2. Donor Development

- Responsible for managing and providing support for a number of key Corporate, GAYE and T&F partners and individuals.
- To research Trust and Foundation opportunities and Corporate donors and develop cultivation plans to develop their support.
- As appropriate, solicit gifts at face to face meetings sometimes involving senior colleagues or peer to peer volunteers in meetings and in making the ask and developing appropriate stewardship strategies.
- Understand and communicate persuasively NICHHS work to prospective donors by preparing well targeted funding applications, pitches and presentations and by all other appropriate written and verbal means.
- Ensure that all gifts received are appropriately acknowledged and establish recognition opportunities for donors where appropriate.
- To ensure the effective use of the fundraising database Raisers Edge to ensure that all supporters, volunteers and donors are managed effectively.

## 3. Communication & Marketing

- To produce effective, creative and inspiring marketing materials for events and planned activities within the agreed budgets
- To devise and implement effective marketing techniques and tools to maximise engagement, support and income from Corporate, GAYE and Trusts.
- To maintain good relations and an excellent standard of communications with all internal and external stakeholders.

## 4. Staff management

- To provide full responsibility for all aspects of managing and supporting the Corporate Fundraising Team. This includes:  
responsibility for recruitment, induction, training, implementation of  
  
6 week 121's, performance appraisal, disciplinary and grievance procedures and other relevant policies.
- To ensure that staff are fully aware of and compliant with all relevant Legislation.

#### Other Duties

- The post holder should be prepared to attend meetings/events in different parts of Northern Ireland. Some meetings/events may be during evenings or weekends.

## Person Specification

### Person Specification

#### Essential:

- A Third Level qualification and 2 years' experience of account management **OR**
- In the absence of a third level qualification, four years' experience of account management
- Excellent interpersonal skills
- Experience of working with and understanding budgets
- Excellent written and oral communication and presentation skills
- Demonstrable experience in managing a diverse workload coupled with excellent prioritisation and organisational skills
- Advanced skills in Microsoft Office

#### Desirable Criteria

- Experience of successfully securing funding from Trusts and or Foundations
- Demonstrable knowledge of the commercial/business sector in NI
- Demonstrable experience in managing and motivating staff and volunteers
- Knowledge of the work of NICHS
- A clear desire and drive to work in the charity sector
- Experience in using a CRM Database system

## SUMMARY OF TERMS AND CONDITIONS

**Annual Leave:** The post-holder will be entitled to 25 days annual leave. This is exclusive of 10 bank and public holidays. The annual leave year runs from 1 April to 31 March.

**Pension:** Organisation's contributory pension scheme (% employee Contribution will be matched by % employer contribution)

**Car Mileage:** The post-holder will be reimbursed for any business mileage under the Car Mileage Scheme.

**Health Scheme:** You will be eligible to join the health scheme provided by the organisation.

**Death in Service:** You will be eligible to join the death in service scheme provided by the organisation.

**References:** All offers of employment are subject to two satisfactory written references

### **All applicants will be required to produce:**

Evidence of relevant academic and professional qualifications

Evidence of relevant vehicle documentation

Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act). This will be evidenced in the first instance by a passport or other forms of identification that will be outlined if no passport is available.

***This job description is not intended to be restrictive or definitive.***

***It is important to note that the responsibilities of the post may change to meet the requirements of the evolving services that the charity provides.***

**NICHS is an Equal Opportunities Employer**

# What we do for you – Our reward statement

Salary  
Employer Pension contributions (NEST/Company pension scheme)  
Access to Financial Adviser  
Pay increases linked to NJC – cost of living  
Organisation wide training budget  
Attendance at external seminars and conferences  
Accommodation at events  
Business expenses  
Car Mileage Scheme  
Uniforms  
Enhanced paid annual leave  
Paid Bank and Public Holidays  
Additional celebration days e.g. Royal Wedding, Jubilee  
TOIL & Managed Time  
Enhanced sick pay  
Enhanced Parental Pay (maternity, paternity, adoption pay)  
Laptop provision  
Mobile phone provision  
Bike to Work scheme  
Translink TaxSmart scheme  
Death in service plan

Comprehensive induction training  
Investors in People Silver Accreditation  
6 month probation period  
Annual Performance Review  
121 meetings with line manager  
Team Meetings  
On the job learning  
Learning & development linked to Operational plan  
Continuing professional development  
Learning & development linked to individual requests  
Study leave  
Strategy away days  
Staff team building away days  
Coaching & mentoring  
Training certificates  
Open culture of communication  
Staff empowerment – involvement in decisions and consultations  
Policies and procedures  
Equality of opportunity

Return to work interviews  
Occupational Health service  
Access to Independent counselling service 24/7  
Access to a free health check  
Staff Health and Wellbeing days  
Kitchen facilities  
Free tea/coffee/milk/water fountains  
Flowers/gifts to recognise employees with 10 and 15 years service  
Chairman's letter and gift to recognise staff with 20+ years service

Childcare Vouchers Scheme  
Compassionate & Bereavement Leave  
Early closure at Christmas, Easter and July  
Part time work  
Compressed Hours  
Remote/Home Working  
Parental leave  
Dependency leave  
Job share  
Flexible working hours  
Domestic distress leave  
Reasonable time off to attend appointments  
Marriage leave  
Incremental increases to annual leave to recognise long serving staff

# How to apply

## PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about NICHS, the job vacancy and the person required. You should read these carefully.
2. You must complete the application form fully and accurately. If there is insufficient space for your answer, continue on a separate sheet. If typing your application form, the boxes will expand as you type.
3. It is your responsibility to ensure that sufficient information is given on the application form to enable the shortlisting panel to assess your suitability for this post.
4. PLEASE SHOW CLEARLY IN SECTION 4 OF YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND DESIRABLE CRITERIA OUTLINED IN THE PERSON SPECIFICATION ENCLOSED.

THE SHORTLISTING PANEL WILL REFER TO THIS SECTION **ONLY** WHEN DECIDING WHETHER YOU HAVE PROVIDED SUFFICIENT EVIDENCE TO DEMONSTRATE THAT YOU MEET THE CRITERIA.

Please do not assume that because you have mentioned something in an earlier section of the form, that the panel will accept this as evidence that you meet the criteria. You must clearly describe in Section 4 the example you are relying on to demonstrate your skills and experience. Your application form will not be shortlisted if you do not describe the specific actions **you** took for each example you cite.

### **5. Mission, Vision and Values of NICHS**

Employees of NICHS must support its Mission, which is to prevent chest, heart and stroke illnesses in Northern Ireland and care for those affected by them. All staff must be committed to the Vision of the charity, which is a Northern Ireland free from chest, heart and stroke illnesses.

NICHS expects all staff to 'live' by 4 values, which underpin every aspect of our culture and activities:

**Compassionate: We will be selfless and people centred, showing kindness and concern for everyone we come into contact with;**

**Courageous: We will be brave and challenge the status quo;**

**Considerate: We will treat others as we would expect to be treated ourselves;**

**Committed: We will be dedicated to the success of our charity**

### **6. Applications, CV's and attached sheets:**

- Applications will only be accepted on the official application form (enclosed)



- Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.
  - Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.
7. It is the responsibility of the applicant to ensure an email or signed hard copy of the complete forms, together with the completed Equal Opportunities Monitoring Questionnaire, (please put in a separate envelope marked Monitoring Officer) is returned by Fri 15 October 2021,
  8. Application forms received after this time and date will not be accepted.
  9. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide Documentary evidence of their identity for verification and photocopying.

Completed applications should be returned no later than 12 noon on Friday 15 October 2021

to:

Caoimhe Devlin  
Head of HR  
NI Chest Heart and Stroke  
21 Dublin Road  
Belfast  
BT2 7HB

Or [recruitment@nichs.org.uk](mailto:recruitment@nichs.org.uk)