



**Partnerships &  
Philanthropy Executive  
Information for Applicants**



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# Welcome from our CEO

Dear Applicant,

Thank you for your interest in the post of **Partnerships & Philanthropy Executive**.

Your role will be to maximise income and achieve all set targets, as well as raise both awareness and the profile of NICHS through the delivery of a Corporate Fundraising programme, which includes income from Corporate Partners, Trusts, Foundations and Major Donor sources.

You will be a key member of the fundraising team and your work will be vital, enabling us to deliver support and prevention services as well as fund research to find new and support people impacted by chest, heart or stroke illnesses. You will be joining a high performing team who recently won the 2023 Chartered Institute of Fundraising awards for Northern Ireland Fundraising team of the year.

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 have recently been awarded Investors in People GOLD accreditation. Only 17% of organisations achieve Gold and this accreditation demonstrates the incredible passion and dedication to our work that all of our staff share across the organisation.

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 & Philanthropy Executive 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.

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 NICHHS is a special place to work, with a climate of positivity, characterised by optimism, mutual supportiveness and good humour.

We have developed our new 2023 – 2026 strategic plan in conjunction with our staff, service users past and present, supporters and our Governance Board. This Strategic Plan for 2023 – 2026 will be our roadmap and will guide us as we continue to work tirelessly with our partners and stakeholders to achieve our vision of a healthy Northern Ireland free from chest, heart and stroke illnesses and strive in our mission to prevent chest, heart and stroke conditions and support people affected by them.

<https://nichs.org.uk/about-us/who-we-are>

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

Yours faithfully,



Declan Cunnane

Chief Executive



# What We Do

We have been leading the fight against chest, heart and stroke illnesses in Northern Ireland since 1946.



We do this by working across four main areas:

We provide expert **care** and support to anyone living with chest, heart and stroke conditions.

We work to **prevent** these illnesses, by helping detect early signs of chest, heart and stroke illness and empowering individuals to make healthy choices.

We fund **research** to advance how we treat, care for and prevent chest, heart and stroke conditions.

We **campaign** for better care, treatments and awareness of chest, heart and stroke conditions.

**As a charity, almost 90%** of our work is funded thanks to public donations.





## 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.

Our people are actively engaged and are very well supported when they need it. Team members are confident and enthusiastic. Trust and mutual respect are high. People care and depend on each other.

Our people are passionate about delivering high-quality services, which make a difference. They play their part in ensuring a welcoming, friendly, inclusive and supportive working environment. There is a sense of optimism about the future. Team spirit is strong.

*“I’m proud to work here ... People are really dedicated”*





# Our Values



## Compassion

We believe that people are at the centre of everything we do. Everyone is equal and should be treated with dignity and respect.

We will be selfless and people centred, showing kindness and concern for everyone we come into contact with.



## Commitment

We believe that people have the right to expect services of the highest quality to meet their needs.

We will be dedicated to the success of our charity and continuously improve.



## Courage

We believe everyone should feel empowered to make decisions about their own lives.

We will be brave and challenge the status quo.



## Considerate

We believe that everyone should be treated as we would expect to be treated ourselves.

We will respect the needs and feelings of other people and try and understand their point of view.





# Our Strategic Priorities

## We Care

<b>Aim</b>	To offer and deliver exceptional Care Services to meet the needs of people who have chest, heart and stroke illnesses and their carers.
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## We Prevent

<b>Aim</b>	To empower people to make healthy lifestyle behaviour changes and reduce their risk of preventable chest, heart and stroke illnesses.
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## We Research

<b>Aim</b>	To find better ways to prevent, treat and care for people affected by chest, heart and stroke illnesses.
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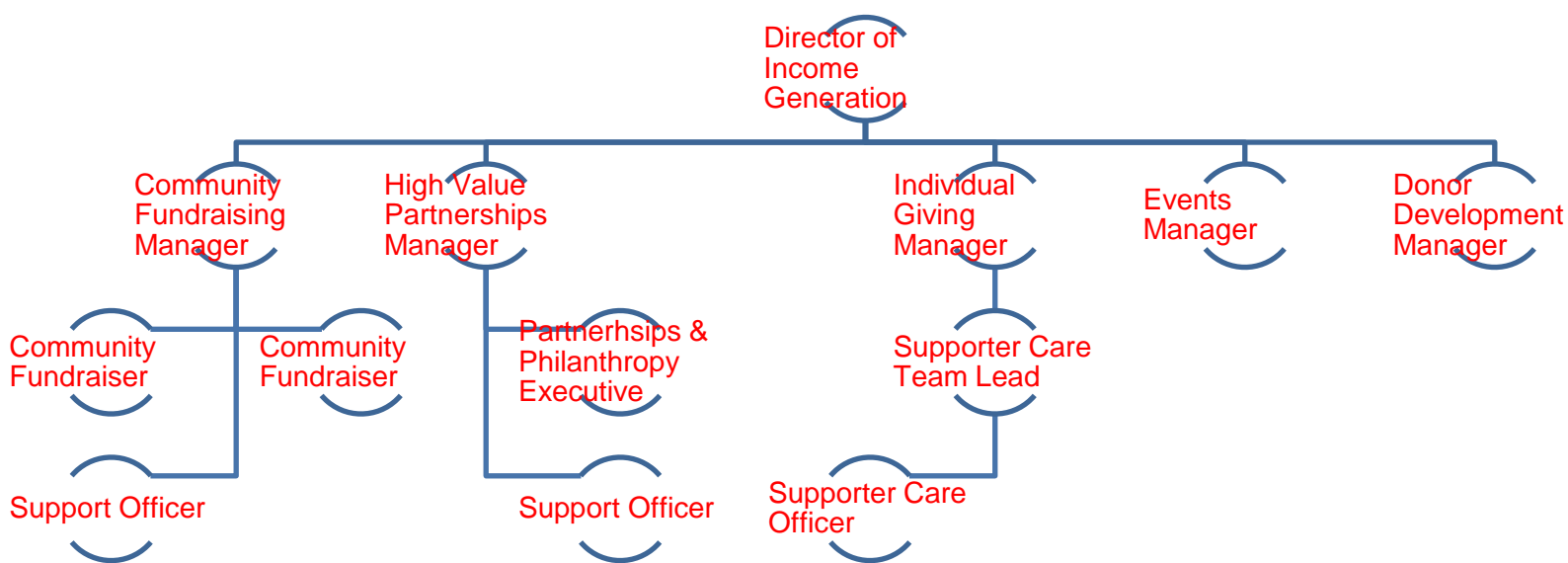
## We Campaign

<b>Aim</b>	To make chest, heart and stroke conditions a priority for decision makers
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## Our People

<b>Aim</b>	To develop a culture where our people are inspired, developed, supported and proud to work for NICHHS
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# The Role

## JOB DESCRIPTION:

**Job Title:** Partnerships and Philanthropy Executive

**Reports to:** High Value Partnerships Manager

**Hours per week:** 35 hours

**Location:** NICHHS HQ, 21 Dublin Road, Belfast, BT2 7HB (Hybrid Working Arrangements available)

**Salary:** NJC Scale Point 28 £34, 723 (NJC payscales currently under review)

**Contract:** Full Time Permanent

## Overview of Northern Ireland Chest Heart & Stroke:

Northern Ireland Chest Heart & Stroke is a leading local health charity which aims to prevent chest, heart and stroke illnesses in Northern Ireland and care for those affected by them.

NICHHS depends hugely on the generosity of local businesses. This support helps fund NICHHS's prevention and care services as well as research into chest, heart and stroke illnesses, in the areas of prevention, diagnosis, treatment and care. All funds that are raised in Northern Ireland are used within Northern Ireland.

## Job Description:

**Summary:** To maximise income and achieve all set targets, as well as raise both awareness and the profile of NICHHS through the delivery of a Corporate Fundraising programme, which includes income from Corporate Partners, Trusts, Foundations and Major Donor sources.



## **KEY TASKS:**

### **Fundraising**

- To work closely with the High Value Partnerships Manager to develop an innovative and creative action plan with supporting targets and KPIs which maximise funds from relevant income streams
- To achieve or exceed set financial targets, whilst efficiently managing resources within agreed budget and ensuring value for money
- To monitor progress against set targets and KPIs, and to analyse and regularly report on related income and expenditure
- To keep abreast of competitors as well as changes within the sector both locally and globally, responding and adapting plans accordingly to ensure an innovative and cutting-edge fundraising proposition

### **Stewardship & Donor Development**

- To manage and pro-actively support and engage stakeholders to build and strengthen valuable relationships
- To develop and manage a pipeline of prospects through a variety of research tools and through pro-active networking and cultivation opportunities
- To cultivate and nurture relationships with potential and current supporters keeping them both informed and engaged through development of engagement and cultivation plan.
- To pro-actively network across the business sector in NI identifying and engaging organisations who share our values.
- To display an excellent standard and range of both verbal and written communication skills with all internal and external stakeholders
- To ensure all supporters are appropriately acknowledged and establish donor recognition opportunities for donors

### **Data Management**

- To ensure the effective use of the fundraising CRM database, making sure all records are both up to date and accurate and that all actions and notes are regularly reviewed and updated.
- To monitor income and produce accurate reports on income and activity against set targets and across different income streams
- Identify any upcoming milestones for corporate partners and ensure programme of recognition is in place.

## **Communication & Marketing**

- To produce effective, creative and inspiring marketing materials to support fundraising events, mailings, campaigns and initiatives within the agreed budgets
- To devise and implement effective marketing techniques and tools to maximise engagement, support and income
- To communicate persuasively to prospective donors by preparing well targeted funding applications, pitches and presentations
- To work with the Communications Department to ensure that all supporters and partnerships get appropriate PR support, press coverage and recognition through all communication platforms
- To identify any potential lived experience stories within our corporate partnerships to strengthen our engagement and support within the corporate sector.

## **Other Duties**

- The post holder should be prepared to attend meetings/events across Northern Ireland. Some meetings/events may be during evenings or weekends.
- To work collaboratively across the income generation department and wider organisation as an effective team player to maximise all opportunities

***This job description is not intended to be either restrictive or definitive. It is important to note that the responsibilities of the post may change to meet the evolving needs of fundraising***

# Person Specification

## Essential:

- A third level qualification, or equivalent
- A minimum of 2 years in a corporate fundraising OR similar role where you have demonstrated ability to deliver, achieve growth targets or generate income
- Proven track record in account management with key partners
- Experience of working with and understanding budgets and financial reporting
- Excellent written and oral communication skills
- Excellent presentation skills to persuade stakeholders
- Experience in managing a diverse workload coupled with excellent prioritisation and organisational skills
- Advanced skills in Microsoft Office
- Full UK driving licence and access to a car

## Desirable Criteria

- Experience of successfully securing funding from Corporates and Trusts
- Demonstrable knowledge of either the business and/or Third sector in NI
- Knowledge of the work of NICHHS and a desire to work in the charity sector
- Experience in using a CRM Database system

**NICHHS reserves the right to upgrade one or more desirable criteria to essential should the volume of applications so warrant.**



## 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

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Regular 121 Meetings      Annual Performance Review

**Competitive Salary**      **Employer Pension Scheme**      Access To Financial Adviser

Comprehensive Induction Training

**Paid Bank And Public Holidays**

Culture Of Recognition      **Job Share**      Additional Celebration Days

Pay Increases Linked To NJC – Cost Of Living      On The Job Learning

**Car Mileage Scheme**      **Toil & Managed Time**

Attendance At External Seminars And Conferences

**Generous Paid Annual Leave**      Enhanced Sick Pay      Part Time Work      **Study Leave**

Enhanced Parental Pay      Learning & Development Opportunities

Death In Service Plan      Occupational Health Service

**Bike To Work Scheme**      Strategy Away Days      **Access To Independent Counselling Service 24/7**

Continuing Professional Development      Marriage Leave      **Hybrid Working**

Long Service Awards      Compassionate & Bereavement Leave

Family Friendly Leave      **Duvet Half Day/ Sunshine Half Day**      Investors In People Silver Accreditation

Reasonable Time Off To Attend Appointments      Incremental Increases To Annual Leave

**Access To A Free Health Check**      Domestic Distress Leave      Flexible Working Hours

Staff Health And Wellbeing Days      Staff Empowerment – Involvement In Decisions And Consultations

Staff Celebration Events      Return To Work

# How to apply

## PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about NICHHS, 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 and Vision of NICHHS

Employees of NICHHS must support its Mission and Vision





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 Mon 8 January 2024.
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 Mon 8 January 2024.**

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)

**It is anticipated that the interviews will be held on Tuesday 16 January 2024**