



# Job Description

<b>Job Title</b>	Corporate Partnerships Officer
<b>Department</b>	Barbican Development
<b>Grade</b>	C
<b>Location</b>	Barbican Centre, Silk Street, London EC2Y 8DS
<b>Responsible to</b>	Senior Corporate Partnerships Manager (Membership & Philanthropy)
<b>Responsible for</b>	N/A

## About the Barbican

We believe in creating space for people and ideas to connect. We're committed to arts without boundaries.

Our Values are:

- Brave - breaking new ground, doing the things others wouldn't
- Open - striving to be inclusive, by, with and for all
- Connected - reflecting today's world, building meaningful partnerships
- Sustainable - being smart about doing business, embracing future ways of working

Our three Strategic Aims are:

Creative Offer: to develop a new holistic creative vision and output of the Barbican, led and delivered by our arts and learning programme but also embedded across our commercial work, our partnerships and brand

Civic Purpose: to redefine our role in society as a cultural destination, through our provision of art, education, space and dialogue around how we work with communities to solve social, environmental and economic challenges

Financial Sustainability: to develop a new long-term business model which will lead to financial resilience and sustainability across all areas of the organisation

## Our Programme

We deliver our vision of arts without boundaries through world-class arts and learning accessible for everyone.

The Barbican inspires people to discover and love the arts through free arts events, at the Centre and offsite, and programmes such as Young Barbican offering 50,000 affordable tickets to 14- 25 year olds. We innovate with outstanding artists and performers to create an international



programme that crosses art forms, working with more than thirty international organisations last year. We also celebrate the artists of today and invest in those of tomorrow through learning programmes, from projects in schools to every stage of an artists' career.

### **Purpose of Post**

- To support the development of the Barbican's corporate fundraising strategy and account manage its delivery.
- To deliver the corporate membership programme and corporate partners' benefits for ongoing stewardship, engagement and renewal
- To manage and deliver effective cultivation through meetings, communications and events, in collaboration with the Senior Corporate Partnerships Managers.
- To work with colleagues to meet team-wide income goals.
- To act as champion for Corporate fundraising across the Barbican by maintaining strong cross-departmental relationships.
- To support the smooth and effective functioning of the corporate team through administrative and financial processes

### **Key Relationships**

Development Department: Director of Development; Senior Corporate Partnerships Managers.

Other departments: Artforms, Creative Learning, Business Events and in-house caterers, Centre Management, Audience Experience, Box Office, Marketing, Communications, Finance, IT and the City of London Corporation Legal Department.

### **Main Duties & Responsibilities**

#### **Strategy, Planning and Fundraising**

1. Account manage and deliver the Corporate Membership and Partnership programme benefits (general enquires, ticket requests, timely, high quality communications, updates and recommendations, organizing events such as private views, recognition credits, etc) to steward corporate supporters and to secure renewal strategies and income targets.
  2. Prepare membership, partnership and event evaluation reports on an agreed schedule for programme analysis and client reporting, in collaboration with the Senior Corporate Partnerships Managers. Arrange regular relationship, update and review meetings with supporters; preparing agenda and briefing as required.
  3. Effectively communicate arts and learning programmes as part of member and prospect communications and benefits stewardship. Work alongside Communications to prepare regular e-updates, monthly guide mailings and other communications, and continually review and improve communication vehicles and plans.
  4. Prepare draft membership and partnership contracts from templates, liaising with Senior Corporate Partnerships Managers and the City of London Corporation's legal team.
  5. Lead on stewardship and relationship building of corporate prospects alongside the Senior Corporate Partnerships Managers. Ensure a high-quality experience for any existing or potential corporate funders visiting the Barbican – including direct meetings, invitations to
- BC866 Corporate Partnerships Officer



performances and larger key cultivation events geared towards sharing our programmes with potential donors for the corporate team, the Development Department and within the Centre.

6. Organise digital and in person events from concept to evaluation. This may include liaison with multiple Barbican teams and third party contractors and suppliers.
7. Support senior team members to identify and assess new prospects and work with colleagues to move them forward and to develop corporate funding proposals.

### **Operations, Financial Management & Analysis**

8. Monitor and analyse each individual corporate supporter to keep track of benefits usage, expenditure, reporting to support client relationship management and satisfaction. Request and process invoices, and monitor payment schedules of corporate supporters.
9. Undertake regular benchmarking to support regular reviews of the Barbican's corporate fundraising offer to help ensure relevance and competitiveness within the sector.
10. Ensure administrative processes and systems are consistently applied with regard to events including use of internal events booking and management systems, research, record keeping in the CRM database with key contacts and actions, gift agreements, acknowledgment and recognition across all channels onsite, online and in print.
11. Liaise proactively with key departments across the Centre to gather information needed to develop strong proposals – key departments include Finance, Creative Learning, Marketing and the art forms.
12. Monitor corporate team expenditure reports and support Senior Corporate Partnership Managers in monthly, quarterly and annual corporate income monitoring and reporting using the Development team income tracker, CRM database and other systems as required.
13. Ensure subscriptions and memberships to research databases and other useful resources are maintained and used effectively – analysing their effectiveness and making changes where necessary.

### **Communications**

14. Lead on writing compelling copy for multiple communication channels including digital articles, corporate partner communications and stakeholder engagement such as Trustee updates, event invitations and ideas for inclusion in the Barbican Guide.
15. Under the direction of the Senior Corporate Partnerships Managers, contribute to reports to the Barbican Centre Trust and Board, ensuring accurate and appropriate reporting.
16. Take part in external peer to peer networking events and represent the Barbican within the sector.



### **Staff Management and Teamwork**

17. Work with Development colleagues to administer and deliver Department-wide projects as tasked by the Development Director and senior managers.
18. Represent the corporate team within the Barbican, to keep others informed of our programme and our needs.

### **Best Practice Approach and Other Duties**

19. Actively seek to promote the Barbican brand, values and experience.
20. Take an active role in the Development department by contributing to wider team plans and support improvements to procedures and working practices.
21. To undertake any other duties that may reasonably be requested and are appropriate to the post.
22. To implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both oneself and others when carrying out duties.
23. To seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the post.

## Person Specification

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Please find below the key skills, experience and core behaviours required to undertake this post. Each criterion will be assessed at application (A), interview (I) and test (T) as indicated below.

### Technical Skills / Professional Qualifications / Relevant Education & Training

- Proven relationship and account management skills to support retention of existing and recruitment of new corporate supporters. (A, I, T)
- Excellent written communication skills in order to write persuasive copy for supporter and prospect communications, including proposals, eNewsletters, reports, programme recommendations, website copy. (A, I, T)
- Excellent verbal communication skills as well as active listening skills in order to create and build rapport with our supporters. (A, I, T)
- Ability to research and analyse Barbican programme to encourage corporate supporter benefits take up. (A, I, T)
- Demonstrable interest in the arts sector in the UK and internationally. (A, I, T)
- Good financial acumen with the ability to monitor income and expenditure budgets. (A, I, T)
- Ability to network effectively internally and externally to advocate for the team and for the Barbican. (A, I, T)
- Sound working knowledge of customer relationship databases. (A, I, T)
- Professional demeanour in all interactions and ability to work calmly under pressure. (A, I, T)
- Excellent team-work skills; ability to motivate others while working collaboratively. (A, I, T)
- Ability to demonstrate the highest level of discretion and confidentiality. (A, I, T)
- Meticulous attention to detail, exceptional organisational skills and ability to meet agreed deadlines. (A, I, T)

### Experience Required

- Solid experience in the corporate and/or agency environment in a role successfully developing and implementing relationship management or account management strategies to retain existing business and secure new business. (A, I, T)
- Experience of working independently on a portfolio of corporate supporters and prospects, managing the cycle of giving from successful ask through to stewardship,

reporting and renewal. (A, I, T)

- Effective project management skills and experience in supporting the delivery of corporate campaigns, partnerships, pitches, etc. (A, I, T)
- Previous experience devising and implementing in person and virtual events from small gatherings to large events with the purpose of engaging existing corporate supporters and cultivating new and prospective corporate supporters. (A, I, T)
- Demonstrated interest in the cultural/arts sector. (A, I, T)
- Demonstrable experience of working effectively at all levels from junior staff to board level decision-makers and influencers. (A, I, T)

### Other Relevant Information

- Typical working hours are 9.00am / 9:30 am – 5.00 / 5:30 pm.
- Work will often be required out of normal office hours at the Barbican Centre to attend breakfast meetings, evening events and performances, and occasional weekend events. These are generally planned well in advance.
- The postholder will also be required to attend the occasional in person corporate supporter meeting at their offices or onsite at the Barbican.
- Some occasional travel outside London may be required for training purposes.

### Recruitment – Note to Applicants

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Salary**

The salary range for this job is £30,080 - £33,830 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Contract**

The position is offered on a permanent basis

## **Hours of Work**

Normal hours of work are 10 am – 6 pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One month by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.