



JOB DESCRIPTION	
Job Title	CORPORATE PARTNERSHIPS MANAGER
Department	DEVELOPMENT DIVISION – BARBICAN CENTRE
Grade	D
Location	BARBICAN CENTRE
Responsible to	HEAD OF CORPORATE PARTNERSHIPS
Responsible for	N/A

About the Barbican

The Barbican Centre is one of Europe's leading visual and performing arts and learning venues. We work with exceptional artists to build a creative international programme that crosses art forms. We're both a civic space for our communities and a multi-platform venue showcasing the best artists, musicians, directors and actors to global audiences

Fundraising at the Barbican

The Development department is responsible for securing revenue from a variety of sources including donations, grants, patronage, sponsorship and corporate memberships. This is used to support an inspiring programme of artistic events, learning activities and community work,

The department works closely with internal teams, partner organisations, the Board and the Barbican Centre Trustees to maximise income and support for our arts and learning programmes. This includes work at the Centre, in off-site venues across London, and international touring exhibitions.

This is a particularly interesting and exciting time for the Barbican, with a new Creative Vision and the Barbican Renewal project. The Development department will be key to making the Vision possible and we are working closely with the CEO and Artistic Director to develop relationships and support for the new activities.

The Corporate team raise money from a growing range of supporters, from global brands to City-based firms, and the media and technology sector on our doorstep.

Purpose of Post

The Corporate Partnerships Manager will be responsible for developing long-term relationships with the business community. They will secure income and in-kind donations of goods and services from businesses to support our programme of artistic events through a range of sponsorships and Corporate Memberships.

Key Relationships

Development Department: Head of Corporate Partnerships, Senior Corporate Partnerships Manager, Corporate Development Officer; Director of Development, wider Development team

Internal Barbican teams: Artforms, Creative Learning, Neighbourhoods and Communities, Business Events, Marketing, Communications, Finance and IT; Board Members and Trustees.

Main Duties & Responsibilities

1. Work closely with the Head of Corporate Partnerships and Senior Corporate Partnerships Manager and others to identify and secure new corporate partners by:
 - a. Researching key market sectors, identifying connections between the Barbican's brand and activities with prospective partners, and establishing relationships.
 - b. Building new corporate contacts through a range of mechanisms including invitations to relevant Barbican events; cold calls; 1:1 meetings and relationship development with key advocates with a view to progressing them towards support.
 - c. Drawing in the Barbican's senior leadership to support fundraising.
 - d. Creating high quality packages and proposals.
 - e. Negotiating and securing the best partnership for the Barbican Centre.
2. Achieve agreed targets for income (and occasionally in-kind donations) that support the mission, while working within an agreed expenditure budget

3. Build relationships across the Barbican, the City of London Corporation with partner organisations and others to support the fundraising process.
4. Work with the Corporate Development Officer and other departments including Marketing, Communications, Events, in-house caterers to deliver partnership benefits.
5. Initiate a partnership evaluation process, and ensure partner reports are delivered in a timely manner.
6. Steward current supporters and ensure relationships are well managed and further developed, with a view to renewal and increasing support.
7. Maintain accurate records and ensure the best use of the database, recording interactions and income accurately.
8. Represent the Barbican appropriately - taking a professional approach to presentation and communication with Trustees and staff up to the most senior level within our prospecting and supporting companies.
9. Take an active team role by contributing to the wider departmental plans as appropriate.
10. To be available to work during the evenings and occasional weekends, when supporter entertainment is required at one of the Barbican's events.
11. Keep abreast of developments in corporate funding.
12. Actively seek 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 themselves and others when carrying out their duties.
13. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
14. To undertake other duties that may reasonably be requested and appropriate to the role.
- 15.

PERSON SPECIFICATION	
Job Title	CORPORATE PARTNERSHIPS MANAGER
Department	DEVELOPMENT DIVISION – BARBICAN CENTRE
Grade & Level	Grade D
Trent Position Number	05L0193/001

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

Technical Skills / Professional Qualifications / Relevant Education & Training

- Demonstrated excellence in written and verbal communication skills (A,I)
- Ability to develop and deliver projects on time and to plan, ensuring aims, objectives and KPIs are met (A,I)
- Strong interpersonal skills with people at all levels of an organisation, including Trustees, corporate partners and Barbican / COL colleagues (A,I)
- Demonstrated knowledge and competence with income generation, and negotiating contracts (A)
- Excellent verbal communication skills appropriate to the business environment as well as active listening skills in order to create and build rapport with our supporters. (I)
- Sound working knowledge of customer relationship databases. (A)
- Self-sufficient in Microsoft Office including Outlook, Word, Power Point and Excel; plus database and internet research experience. (A)

Experience Required

- Proven track record in securing significant corporate income (minimum five figure level essential) and meeting assigned targets (A,I)
- Demonstrated experience developing and delivering proposals to high-level prospective clients/supporters (A,I)
- Proven relationship management skills to support retention of existing and recruitment of new corporate supporters (A)
- Experience of working independently on a portfolio of corporate partners and prospects, managing the cycle of giving from successful ask through to stewardship, reporting and renewal. (A,I)
- A self-starter with the motivation and ability to grow a pool of contacts and prospects (A)
- A highly organised individual with strong planning and project delivery experience and the ability to simultaneously manage a variety of tasks (A,I)
- Excellent interpersonal skills with the ability to promote the Barbican to corporate clients

- and liaise with internal departments to ensure partnerships are effectively delivered (I)
- Experience creating and managing events (A,I)
- A demonstrable interest in the arts, education and community engagement with capability to understand and communicate the broad Barbican offer of arts and learning (A)
- Initiative and drive to continually seek ways to improve the Corporate Partnerships offering (A,I)
- A self-motivated individual with ability to integrate as a core part of the team (A,I)

Other relevant information, e.g., working hours or desirables (only if applicable)

The Barbican Development Team currently have a blended model of 3 days working in the office and the remaining days remotely.

Our working hours range from 9am – 6pm, however usual department hours are 9.30am – 5.30pm.

All staff members can be required to work outside of these hours, hosting key corporate partners or prospects at selected events. The Corporate Partnerships Manager must be available to attend these events – usually mid-week evenings, and occasionally on the weekend. These events are generally planned well in advance.

Recruitment – Note to Applicants

These key skills and core behaviours 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 each of these on the application form on 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

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.

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 £36,060 to £40,750 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

This post is offered on a Permanent basis

Hours of Work

Normal hours of work are 10am – 6.00pm, 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 28 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's depending on grade 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

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.