Corporate Partnership Manager
Bromley by Bow Centre
Recruitment Pack

Corporate Partnership Manager
Hello!

Many thanks for your interest in working at the Bromley by Bow Centre.

We’re an organisation that’s committed to delivering high quality services that empower people to change their lives and we’re passionate about what we do. This recruitment pack will describe what we get up to and hopefully give you flavour of how we go about it.

It can sound like a cliché to say that any organisation or business is “all about the people”. But that really is true here at the Bromley by Bow Centre. We have spent many years creating a model which focuses on a very special way of working and not least is the value we put on our own team. My colleagues at Bromley by Bow will testify to the fact that the Centre is a very different type of place to work and the culture is really special.

This is borne out by the fact we are part of the Sunday Times Best Companies programme and have made it into the Top 100 Not-for-Profits to Work For in the UK.

Our outstanding performance has seen us ranked in the Top 50, three years in a row.

We are a diverse bunch of people who really enjoy what we do and want to make a positive difference to peoples’ lives. I hope you might be the next person to join our team!

Chief Executive & Team Leader
Bromley by Bow Centre
The Organisation
Bromley by Bow Centre is a charity based in East London

The Job
Corporate Partnership Manager (Maternity Cover)

Terms & Conditions
Salary – Grade 5 - £30,000-£33,000
35 hours per week (Full-Time)
Contract Duration – Fixed Term – 1 Year
Location – Office and field based
27 days holiday plus 3 days (for Christmas/New Year) plus Bank Holidays
All staff get a complimentary additional day off for their birthday!
Pension – details on request
3 month probationary period

Application Process
Please complete our application form and send to Ather Khan, HR Manager at hr@bbbc.org.uk

Deadline for applications: Currently there is no deadline for this role, we are happy to receive all application forms as submitted.
Interviews: TBC
The **Bromley by Bow Centre** is at the cutting edge of innovation in the social sector

The Bromley by Bow Centre is a dynamic and innovative charity operating in East London. Over the past 30 years it has transformed the lives of people who come from some of the most deprived estates in the UK. It has achieved this by providing a distinctive, holistic and easily accessible range of integrated services in one place. Since 1997 it has worked collaboratively with the Bromley by Bow Health Partnership to create a new and unique model of delivery which has a holistic primary care operation at its core and it became the first Healthy Living Centre in the UK.

The Health Partnership has three Primary Care practices and is developing a new model of care focussed on co-production, patient activation and multi-disciplinary teams designed to disrupt the current cycle of demand and health consumption and build on patient assets and capabilities.

The services available stretch from healthcare for local residents to opportunities to set up your own business; from support with tackling credit card debts to becoming a stained glass artist; from learning to read and write to getting a job for the first time or a helping hand up the career ladder.

The charity is focused on transforming the lives of local residents and the community as a whole. It’s based in Tower Hamlets, but operates across East London and delivers services in areas of very high deprivation. Whilst providing universal services, the Centre focuses on those with greatest needs and vulnerabilities, often the people considered the hardest to reach and engage.

The Bromley by Bow Centre is accessed by thousands of people each month who use its facilities and services and contribute to their development and running. The buildings and flowing courtyards are designed around a three-acre community park and have been created to promote access, interaction and empowerment.
Corporate Partnership Manager

So what’s the job?

The Corporate Partnership Manager will support the Development Head, in implementing an effective strategy for fundraising from the corporate sector and through employee engagement opportunities eg; challenge events. You will also manage a fundraising officer who will take on some of the tasks listed below.

The role requires a passionate, enthusiastic and driven individual to engage new and existing Corporate Partners with the work we do here at the Bromley by Bow Centre.

We are looking for a dynamic Manager with excellent interpersonal skills and the desire to develop strong relationships with corporate funders, take ownership and think creatively!

If this sounds like you then we are keen to get your application!
Corporate Partnership Manager

Job Profile

DETAILED RESPONSIBILITIES:

A. Corporate Development

• Work with the Development Head to formulate and deliver an effective strategy to engage with the corporate sector, including some corporate trusts.

• Work creatively to implement the strategy by matching Centre needs against those of the businesses and maximising the mutual benefits.

• Work closely with the Centre’s programme managers to develop high quality propositions and submit funding proposals to corporates.

• Develop relationships with new potential corporate funders, researching priorities and formulating effective approaches.

• Manage key relationships with corporate supporters, ensuring that all funding objectives are fully met. Maintain excellent relationships through timely and accurate reporting, appropriate contact via email and the telephone, facilitating meetings with senior and project staff.

• Support the fundraising officer to develop corporate volunteering days with key corporate partners.
• To continue to innovate through creating new funding ideas and opportunities.

• To keep up-to-date on regular reporting to the Development Head against fundraising targets.

B. Fundraising Events

• To work with the Events Fundraiser to secure corporate sponsorship for events (e.g., Charity Dinner) and to ensure appropriate corporate representation at events.

C. Fundraising from Charity Challenge Events

• To develop and manage a clear and deliverable strategy for fundraising from Challenge events including marathons, treks and other initiatives.

• To run Charity Challenge programmes with appropriate partners to secure unrestricted income for the Centre.

• To support the fundraising officer in the day to day management of the Challenge Event portfolio and participants.

D. Additional Responsibilities

• Adhere to Centre’s policies and procedures at all times.

• Be self-servicing in producing correspondence, performing administrative tasks and maintain administrative systems.
• Undertake any other additional tasks as reasonably deemed appropriate by the Development Director.

• Prepare regular reports, financial and narrative, regarding the status of fundraising and development related activities.

• Keep accurate database and printed records of prospects, applications, responses and follow-ups.

• Work with programme managers and the Director of Services to help develop projects, including guidance on deliverables and ensuring projects are in line with funder requirements.
Corporate Partnership Manager

So who are you?

You will support the Development Head in implementing an effective strategy for fundraising from the corporate sector and through employee engagement opportunities eg; challenge events. You will also manage a fundraising officer who will take on some of the tasks listed below.

Person specification

Essential Skills and Experience:

• Excellent interpersonal and communication skills, both written and oral
• The ability to conceptualise and turn ideas into strong project proposals
• Experience in managing people
• Strong team working skills
• Research skills and attention to detail
• Ability to work under time pressure
• Analytical and strong strategic thinking
• Flexibility, and a willingness to work in innovative and non-traditional ways
• Competency in main computer skills and use of the internet
• Minimum 3 years’ experience within a fundraising role

The successful applicant should demonstrate all the essential skills of the job specification.
Inclusive Bromley by Bow

In serving a diverse East London community for many years, the Centre has naturally become a culturally diverse organisation itself, not least as many employees live locally. We pride ourselves that our delivery and support teams comprise many backgrounds and cultures and represent England, Bangladesh, Ireland, Scotland, Australia, Ghana, Nigeria, Canada, Dominica, India, Jamaica, Kosovo, Albania, Burma, China, Hungary, Kenya, Lithuania, Morocco, New Zealand, Norway, Poland, Somalia, Sri Lanka, St Lucia, Trinidad, Turkey, Pakistan, Wales, France, Spain and Portugal. It’s a real United Nations! Between us we speak more than 17 different languages and dialects.

We are committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and service users are respected. The inherent strength of a vibrant, diverse and inclusive workforce help us to forge strong connections with all our clients as well as ensuring we align our decisions to the local environment. We are very intolerant of intolerance!
Application information

We welcome applications from everyone!

All applicants must be qualified to work in the UK. If an applicant has not been granted permanent status in the UK he/she must produce evidence of the necessary Home Office immigration status and permission to take employment.

Prior knowledge of a disability enables us to reasonably adjust our interview arrangements as needed.

The Centre is committed to safeguarding and all our appointments are dependent on a satisfactory Enhanced Level Disclosure & Barring Service (DBS) check.

We welcome applications from all sections of community.
bromley by bow centre
keeping it simple

**our mission** is to enable people to be well and live life to the full in a vibrant community

and we are driven by our **active values**

• be compassionate
• be a friend
• have fun
• assume it’s possible
Lots more information!
The rest of this pack has a range of detailed information about the Bromley by Bow Centre’s work. It is taken from a recent update report. And don’t forget...our website is a great source of information about our work [www.bbbc.org.uk](http://www.bbbc.org.uk)
where is Bromley by Bow?
Social Care and arts space
Social care, inclusive arts space and programmes, including for elders and carers. Artists’ studios.

Welfare, Debt, Legal Advice, Financial Capability
Social welfare and legal advice on benefits, housing, debt. Money management and fuel poverty programmes. Promotion of Credit Union.

Social Enterprise
Supports establishment of new social enterprises, creates service provision and employment.

Growing spaces
Social and therapeutic horticulture, food growing

Park and playground
Managed by the Centre. Recreational space, children’s playground, sporting events, summer fairs

Connection Zone
A warm welcome with engagement staff, tea and coffee. A place to meet, make friends and build social networks. Group activities, internet café with digital inclusion support, homework club, informal learning and family learning. Time Banking, Community Grants for small projects.

Café
Provides training and volunteering opportunities

Church / Nursery
Childcare provision, community celebration space

Vocational Learning
A range of learning options for young people and adults, including traineeships and apprenticeships

Employment Service
Careers advice. Extensive employer relationships, work experience placements, and support in applying for jobs.

Health Centre
General Practice, Community Health Services

Social Prescribing
Supports access to all Centre services

Health and social care
Healthy lifestyles promotion, weight management, mental health projects, social care brokerage, carers support, disability sports.

Children’s Centre activities
Activities for parents and children

Bromley by Bow Campus
St Leonard’s Street
London E3 3BT
www.bbbc.org.uk
Summary of Services

The Bromley by Bow Centre has two broad directorates under which the majority of our services sit. These are **Communities, Health & Wellbeing** and **Employment & Skills** and the current programme of services are then broadly grouped under five headings:

**Community Connections** responds to the needs of people who are on a longer, or less specified journey with the Centre, or who are perhaps engaging with our services very informally or for the first time. The programme integrates people into the Centre and its associated services. It is designed to increase knowledge and confidence as well as creating involvement in networking and volunteering programmes that assist with community cohesion and integration. Projects include: language classes, digital inclusion, the arts, family learning, time bank and horticultural therapy.

**My Life** is the Centre’s health and wellbeing programme and its numerous projects have strong links across other service areas and with our primary care partners. There is a broad range of clients with a range of abilities and needs. There are a significant number of services for people who are defined as vulnerable and this includes those with physical, mental, sensory, learning and complex disabilities and health conditions. Projects have a broad range of focus and include: social prescribing, social care day-care provision, elders work, weight management, health advocacy and paralympic sport.

**Advice Centre** provides a broad range of services that meet the practical and financial needs of people living in the community. This encompasses the familiar and ever-present demand for welfare benefits support through to increasing pressure for help with debt and the associated issues. Indeed this latter problem has become one of the single biggest issues that local people seek help with and has increased the amount of work we do around household budget management. The issues that the advice service focuses on include: welfare benefits, debt, immigration, housing, rent arrears, utility bills and associated issues and energy efficiency.
Employment & Skills is a responsive employment service that offers a range of intervention and support programmes. The projects enable local people to overcome barriers to work, find jobs and access training. Our accredited advisor team deliver careers information, advice and guidance across a range of venues. The strongest focus is on young people, through our flagship ‘Capital Talent’ programme which has gained a growing reputation for its innovative and dynamic approach and excellent results. The employment service is a regular referral point for other services across the Bromley by Bow Centre. Projects include: careers service, youth employability, job brokerage, employer engagement, women into work and enterprise. The Employment and Skills project is focused on upskilling the local community through providing excellent accredited vocational training and apprenticeship opportunities. This includes apprenticeships across a range of disciplines including Health and Social Care, Business Administration, Customer Service and much more. The service has a strong focus on being flexible and meeting the needs of local employers, including the significant growth in the retail, leisure and hospitality industries in East London.

Beyond Business is an award-winning programme that launches and nurtures new social enterprises across Tower Hamlets, Newham and Hackney. It provides practical support and advice to ensure their success in the crucial early years of trading and, critically, it delivers start-up capital.

**Highlights**

We have a youth employability programme with Barclays called Active Futures. This sits alongside our existing project Capital Talent. Active Futures specifically focuses on young people with mental health conditions and learning disabilities. This represents an area of great need in our community and many of the conventional employment programmes available in East London fail to tailor their approaches to this client group. Active Futures has already met with significant success through its inspiring and holistic approach and by creating bespoke solutions for the young people we work with.
Social Prescribing
Our social prescribing work goes from strength to strength with three programmes operational. The projects focus on prescribing patients with a vast range of non-clinical and non-medicinal support through the Bromley by Bow Centre and its partners.

The locally funded programme is our mainstay and now serves a patient list of 42,000 patients. In the past year this has been supplemented through the Morgan Stanley Healthy Cities initiative and this provides three years of funding for a social prescribing manager, with a particular focus on children and families. Last year we launched our third social prescribing programme, working with Macmillan Cancer Support. This is an extensive and highly innovative project working across four London boroughs. It provides direct and practical social support to cancer patients, both through and beyond treatment and works collaboratively with Macmillan nursing teams, GPs and oncologists.

Our social prescribing work is continually being held up as an exemplar of good practice and we are delighted to be collaborating on a number of national initiatives. We are regularly invited to present on our model at conferences and contribute to strategic thinking on the topic, by policy makers and thinktanks. Since March 2015 we have delivered a regular series of Social Prescribing Seminars which share our model with delegates from around the country. Through our in-house School of Integrated Solutions.

Social Enterprise Incubation
Through the support of Investec and Genesis Housing, the Beyond Business programme continues to go from strength to strength and has now been responsible for incubating 62 social enterprises, with a combined turnover in excess of £4 million and created around 325 jobs in the process. The programme now operates across three London boroughs (Tower Hamlets, Hackney and Newham) and is seeing unprecedented levels of demand for its start-up funding round, which can support 5 new enterprises every year. In 2015 we had over 500 enquiries from local entrepreneurs; over 200 expressions of interest; and we worked with almost 30 applicants on their detailed business plans. The longevity and success rate of Beyond Business makes it one of the pre-eminent enterprise start-up programmes in the country.
Last year we were absolutely thrilled to win the prestigious Charity Business Award with Investec for the Beyond Business programme. It was in the community partnerships category and is a real testimony to the astonishing work of our team in delivering a relentless flow of top class social enterprise start-ups. Another sign of the success of the programme is the constant stream of awards and media attention that many of the new businesses themselves are receiving.

**Health and Wellbeing**
The charity is delighted to have been awarded the prestigious Fit4Life contract for Tower Hamlets. This is a very significant Public Health contract for the Centre and represents one of the largest single commissioned contracts won in recent years. The programme will deliver a comprehensive range of weight management and fitness projects across the whole borough and we will co-ordinate services with a range of specialist providers. It builds on the excellent foundations built by our My Weigh project and Health Trainers contract and make the Centre the largest third sector provider of Public Health contracts in the borough. We are also delighted that the Bromley by Bow Centre is the lead third sector partner for Tower Hamlet’s Integrated Personal Commissioning pilot. The borough has been chosen as one of six national Demonstrator Sites and will be roll out innovative new programmes for people with long-term and complex health needs.

**Working Environment**
The culture of the Bromley by Bow Centre is an important component of our success. A key influence of this is the series of interconnected buildings set in an award-winning three acre park in Bromley by Bow. The campus encompasses an arts centre, a café, a church, a childcare nursery and a health centre; as well as a whole range of multi-purpose offices and delivery spaces. The Centre for the past 4 years has made it into the Top 100 Sunday Times ‘Best Not-for-Profit Organisations to Work For’ in the UK, our outstanding performance has seen us ranked in the Top 50, three years in a row. The Centre has been a London Living Wage Employer since 2009.