

## Job description

**Title:** Partnerships Officer  
**Organisation:** Bliss, the premature and sick baby charity  
**Location:** Hybrid (minimum 1-2 days in Bliss Head Office, London SE1)  
**Salary:** £28,000 FTE  
**Terms:** Part time 21 - 28hrs per week, permanent

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### Role description

#### Main purpose of the role

Responsibility for contributing to ambitious income targets by supporting in the management of new and existing corporate partnerships for Bliss.

#### About the team and department

The role sits within the busy Partnerships team at Bliss. The Partnerships Team supports Bliss' vision to champion the right for every baby born premature or sick in the UK to have the best chance of survival and quality of life. Bliss achieves this by empowering families, influencing policy and practice, and enabling life-changing research. The Partnerships Team fundraises income to maximise Bliss' positive impact for babies and there is opportunity for substantial growth in this area to which this role can contribute, potentially long term with evidence of success.

The Partnerships Team sits within the Fundraising Department alongside the Community and Events Fundraising Team, Individual Giving and Fundraising Operations Teams

#### Reporting structure

This role reports to the Senior Partnerships Officer

#### Key responsibilities

This role encompasses a wide range of activities, including but not limited to:

- Manage partnership activities, ensuring delivery of the highest standards of relationship management, client care and record keeping.
- Act as primary contact for COTY fundraising activities, delivering brilliant stewardship to stakeholders and identify opportunities to maximise income.
- Track and record corporate correspondence and contracts and update central account management plans.
- Liaise with third party suppliers to monitor contract delivery and adherence to the Fundraising Regulator Code of Practice.
- Assist with research and development of creative pitches and project applications and proposals.
- Administer the delivery of small grants pipeline – ensuring funders are kept up-to-date on our activities while sharing new cases for support with potential funders.

- Work within the Partnerships team to ensure effective cross-department liaison and work closely with the Community and Events team to ensure Bliss' services for babies are clearly and effectively promoted in all corporate opportunities.
- Contribute to the project management of internal and external stakeholders to deliver to schedule any corporate funded programmes of work within budget and relevant timeframes
- Maintain the internal database and relevant webpages updated.
- Perform any other duties as may be reasonably requested.
- Work with colleagues across the organisation to contribute to internal working groups and other activities as relevant

## Person specification

### The following are essential:

- A high standard of verbal and written communication skills
- Proven experience of working in a results driven environment from either a charity fundraising or corporate background
- An ability to quickly build effective relationships and influence people
- A high level of interpersonal skills with experience in negotiating with internal and external stakeholders
- Ability to summarise relevant information quickly, accurately and in a concise format
- Excellent time management – ability to prioritise workload, meet deadlines and work to a high standard
- Excellent writing and proofreading skills with a strong attention to detail and ability to develop a compelling case for support
- Knowledge of a CRM or fundraising database

### The following are desirable:

- Ability to plan and undertake effective research to inform a corporate funding pipeline
- Experience of project management

## Special conditions

- Able to demonstrate commitment to the aims and objectives of Bliss
- Willingness to work outside office hours and weekends on occasions
- Willingness to undertake further training as and when required

## Health and Safety and Codes of Conduct

- To carry out all work in accordance with Bliss' health and safety policy
- To adhere to Bliss' Equal Opportunities and Diversity policies at all times
- To adhere to Bliss' financial monitoring processes
- To ensure compliance with GDPR
- To adhere to Bliss' User Involvement Policy and practice and to work closely with a range of stakeholders and users of our services to best design, support and evaluate our activities.

## About Bliss

Bliss is the UK charity for premature and sick babies. Our vision is that every baby born premature or sick in the UK has the best chance of survival and quality of life.

We champion the rights of every baby born premature or sick to receive the best care. We achieve this by empowering families, influencing policy and practice, and enabling life changing research.

For more information about Bliss, [visit bliss.org.uk](http://visit bliss.org.uk)

## Why join us?

We are an equal opportunities employer and take pride in our collaborative and inclusive work culture. We understand that we all have different priorities at home and we therefore aim to offer a mix of financial and non-financial benefits. Our benefits include financial, health & wellbeing, lifestyle and career development options:

- 25 days paid holiday (pro-rata for part-time employees)
- Flexible working practices
- Relaxed work life and dress code
- A contributory Bliss pension scheme
- Interest free annual season ticket loans
- Company and statutory sick pay scheme
- Compassionate leave
- Time off for volunteering
- Salary sacrifice schemes (bike to work, payroll giving)
- Access to 24x7 free Employee Assistance Programme
- Family friendly policies, including neonatal leave and pay policy
- Learning and development via peer to peer, blended, cascaded and self-directed learning
- Mentoring and coaching

Bliss recognises the positive value of diversity, promotes equity and challenges discrimination. We welcome and encourage job applications from people of all backgrounds, including applications from disabled and Black, Asian and Minority Ethnic candidates as well as from LGB and Trans and non-binary candidates.

We also recognise the value of flexible working, so will consider different types of flexibility (such as compressed hours, and a minimum requirement of 2 days working in the office for all staff), as well as the possibility of offering the role on a job share basis.