



There has never been a more exciting time to join the HEY Smile Foundation team. Our work spans across the Voluntary, Community and Social Enterprise Sector (VCSE), as well as connecting opportunities with the private and public sector.

We are the go-to charity, joining assets to community knowledge, creativity, and inspiration. We are helping VCSE organisations of all shapes and sizes be heard and play a part in solutions, not just highlight community problems.

Smile is going through some exciting changes, we have recently appointed our new CEO, they have big plans, and we are looking to expand our wider team to make sure those plans happen.

This is an exciting opportunity for someone who is ambitious and creative to support with new opportunities and build relationships. You will be joining the newly created Partnerships and Development Team to focus on enhancing our key relationships with partners, you will support in delivering our well-known events and increase our funding streams.

Your role will be varied, you will be part of a small but amazing team of people who will look after our key partners, develop new relationships, and ensure Smile is always at the forefront of people's minds. As part of this role, you will support our events throughout the year, support creating new events and ensuring our partners are always involved.

You will report directly to our Head of Partnerships and Development.

If we receive a large number of applications, we reserve the right to close the job advertisement early.

Role Profile

1. Job title:	Partnership Coordinator
Location:	Hull, Smile's HQ
Reports to (Job Title):	Head of Partnerships and Development
Salary scale:	£25,400 FTE
Working Hours:	37.5 hours per week dependent on candidate
Contract Duration:	1 year fixed term, self-funded thereafter
Closing Date:	Friday 3 rd March 2023 @ 5.00pm
Interview Date:	TBC

2. Purpose:

To support the Head of Partnerships and Development to enhance our key partnerships, develop our main events and increase our funding streams.

3. Joint responsibilities:

- Uphold and invest in the HEY Smile Foundation Vision, Mission, and Values.
- Promote equal opportunities (in terms of race, gender, religion, sexual orientation, and other forms of discrimination) through the HEY Smile Foundations work.
- Continually develop your skills to meet the needs of our evolving charity needs.
- Be flexible in your working, continually developing your skills to meet the needs of our evolving communities.
- Develop case studies, stories, and impact reports, to ensure we are displaying our value.
- Ensure all policies and procedures are understood and adhered to.
- Support a positive working environment, be visible, energetic, and participative, encouraging cross team working and initiatives.
- Undertake all other reasonable requests made via the senior leadership team.

4. Key role responsibilities

- Support in the development of building our relationships with new and current partners.
- Support with our database regarding our relationships and what they look like
- Support in the successful delivery of our key events, planning to inception.
- Ensure that Smile is attentive to our partner's needs.
- Support with ensuring that all Smile's good work and relationships are in the public spotlight.
- Support with exploring, develop and be successful in finding new funding sources.
- Support with key contract KPIs and finances reporting within your department
- Support with a development plan and strategy in conjunction with the Head of Department
- Support with developing new lines of work/contracts/opportunities for the wider Smile team



- Deputise for the Head of Department in certain situations

- Support the CEO with other duties in line with the seniority of this role.

5. Knowledge, skills and experience required by the job holder:

Taking on a role with Smile you will be seen as a leader in the charity, community, and health sector, delivering capacity and capability support. You will form part of a team of experts, who share their skills and expertise alongside our partners across the private, public, and voluntary sector, maximising resources for our inspiring communities.

Smile is a fast-paced organisation and no two days are ever the same. This post will be vital in everything we do so we are on the lookout for someone who is organized, has attention to detail and a real team player.

Essential	Assessment
Experience in managing relationships in corporate, public and charity sector	Cover letter/CV and interview
Excellent communication skills in particular verbal communication and good written communication to a variety of people (volunteers, service users, NHS teams, senior leaders etc.)	Cover letter/CV and interview
Self-motivated and able to work under own initiative.	Cover letter/CV and interview
Ability to write concise reports, case studies, papers	Cover letter/CV and interview
Have experience in managing events	Cover letter/CV and interview
Have strong organisational skills and have experience in working in a fast-paced environment	Cover letter/CV and interview
Ability to form and maintain appropriate relationships with cross sector organisations	Cover letter/CV and interview
Ability to manage own priorities and manage own workload to agreed deadlines, budget and quality standards.	Cover letter/CV and interview
Good general IT skills, in addition be able to professionally operate meetings via Microsoft Teams	Cover letter/CV and interview
Be confident in dealing with difficult situations	Cover letter/CV and interview
Desirable	Assessment
Experience in social media planning or implementation	Cover letter/CV and interview

If you require reasonable adjustments during the recruitment process or employment, please do not hesitate to contact us via the most appropriate means.

If you require this document in a different language, please let us know.

Applications without a covering letter will not be considered.



Please get in touch if you would like to have an informal conversation to find out more. We'd love to hear from you. Please contact:

Jamie Lewis
Smile's Chief Executive
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07725744239

This document is written to summaries the key responsibilities of the job holder. It is not intended to be exhaustive and the job holder may be required to do more than is listed here within reasonable parameters.
Document date: January 2023