

The Role

This is an exciting opportunity for someone who is ambitious, creative and a real people person to join our Partnerships Team to support our relationships with partners, help deliver our calendar of events and develop new fundraising opportunities.

Your role will be varied, and you will be part of a small but amazing team who will ensure our corporate partners understand Smile's work, our impact and value the opportunities we offer to engage employees and give back as a business locally.

You will report directly to our Head of Partnerships.

Our Values and Behaviours

<i>Impact-driven</i>	We focus on achieving meaningful and sustainable outcomes, prioritising our work to ensure tangible and positive impact on the communities we support.
<i>Collaborative</i>	We promote diverse partnerships with organisations, stakeholders, and community groups, using innovative and generous means to share and maximise resources, knowledge, and expertise for a wide-reaching impact.
<i>Generous</i>	We support colleagues, partners, and communities to become confident, professional, and self-sufficient. Providing them with the time, care, education, and opportunities they need to thrive.
<i>Integrity</i>	Honesty, transparency, accountability, and kindness. Integrity is the golden thread that runs through everything Smile does every day.

Our values are particularly important to us. They form a fundamental part of monitoring, assessing, and appraising what we do as staff individuals and as a charity.

Role Profile

Job title:	Events & Partnership Coordinator
Base/Location:	Smile HQ – Gosschalks Solicitors – Hull (with flexible and remote working)
Reports to:	Head of Partnerships
Salary scale:	£25,000 - £28,000 dependent on experience
Working Hours:	37.5 hours per week
Contract Duration:	1-year fixed term (with extension subject to funding)

Key Responsibilities

1. Purpose:

To support the Head of Partnerships to enhance our key corporate partnerships, develop and deliver our events and appeals and increase our funding streams.

2. 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.
- Be flexible in your working, to support the needs of our evolving charity
- 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.
- Help to create case studies, stories, and impact reports, to share with our partners.
- Undertake all other reasonable requests made via the senior leadership team.

3. Key Role responsibilities:

- Support the building of relationships with new and existing corporate partners.
- Support with our database to manage corporate relationships, monitoring donor journeys from prospects to established/longstanding partnerships.
- Support with donor stewardship, ensuring we are attentive to our partner/supporter needs, to maintain trust, relationships and giving.
- Support the planning and successful delivery of events and appeals to generate charitable funds.
- Support to ensure both Smile's work and our partners' good intentions are shared and showcased.
- Support with exploring, developing and securing new funding sources.
- Support with key KPIs and finance reporting within the Partnerships department

- Deputise for the Head of Department in certain situations
- Support the CEO with other duties in line with the seniority of the role.

4. Knowledge skills & experience required by the job holder:

This post will be instrumental in raising awareness and generating income for the charity, therefore we are looking for someone who is confident, enthusiastic, well organised with an eye for detail, and who can develop strong relationships with both internal colleagues and external partners.

Essential	Assessment
Experience in managing relationships ideally with either corporate, public or charity sector partners.	Cover letter/CV and interview
Excellent communication skills, in particular verbal communication and good written communication with a variety of people at all levels (including businesses, employees)	Cover letter/CV and interview
Experience in developing and managing events and appeals and able to use initiative and creativity to propose and develop new fundraising ideas.	Cover letter/CV and interview
Strong organisational skills and have experience of working in a fast-paced environment.	Cover letter/CV and interview
Self-motivated and able to manage own priorities, workload and meet agreed deadlines.	Cover letter/CV and interview
Be confident in dealing with difficult situations	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
Hold a valid and clean UK driving license and have access to a vehicle	Pre employment check
Desirable	Assessment
Experience in social media planning or implementation.	Cover letter/CV and interview
Ability to write case studies, social media content, promotional documents and literature.	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. recruitment@heysmilefoundation.org

This document is written to summarise the key responsibilities of the job holder. Its is not intended to be an exhaustive list and the job holder may be required to do more than is listed here within reasonable parameters.

Closing date 25th April 2025, Interview date TBC.