

Application Pack

Thank you for your interest in working for Pilotlight. We are a unique, dynamic social enterprise working to **help charities help more people, more effectively**. Our vision is a world in which charities and business work together to achieve positive social change.

We celebrated a 15-year anniversary in 2018 and have ambitious plans for the future. Our strapline is 'Great causes deserve great talent'. Recruiting talent to our staff team is hugely important for us.

About Pilotlight

We are a small organisation that has a big impact. Our 18 members of staff work out of two offices in London and Edinburgh and at any one time, we are supporting around 75 inspiring charities across the UK to plan for sustainability, development and growth. We support small and ambitious organisations tackling disadvantage in the UK, improving the lives of those most in need.

Since 2003, we have worked with over 1,800 business leaders to support over 800 charities and social enterprises.

Our values

Our values guide the way we work both as a team, and with our partner charities and businesses:

CONNECTING

We bring people together to create positive social change

UNLOCKING

We unlock potential and achieve results

DEMANDING

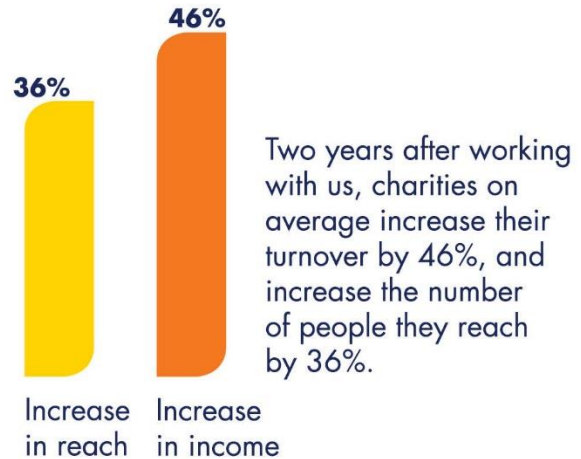
We expect the best of ourselves and of everyone we work with

Our impact

We help our charities become more resilient and deliver more effective and efficient services, resulting in better outcomes for disadvantaged people.

After working with Pilotlight, charity leaders report:

- ✓ More confidence in themselves
- ✓ More effective senior management team
- ✓ More effective board
- ✓ More effective services



How we do it

The Pilotlight Programme

We handpick teams of senior executives from the business community and match them with charities and social enterprises to help them plan for a sustainable future. We manage the transfer of skills over a 10 month period through our unique managed model. The Pilotlight Project Manager acts as a facilitator, coach and administrator, enabling us to achieve outstanding results for our charity partners and our business members.

Partnerships Programmes

Utilising skills at different levels within companies, we create bespoke 2 – 6 month programmes to offer tailored support to our charity partners, while providing a learning and development opportunity for the Pilotlighters.

Why we do it

The small to medium sized charities we support are experts in meeting the particular needs of their beneficiaries, but struggle in the challenging, and changing, environment. They often lack the resources or business skills needed to help sustain and grow their organisations to meet demand. By connecting charity leaders with talented business people who are keen to develop themselves and give something back, we help the charities create a stable future with greater impact for their service users.

Working at Pilotlight

We are a professional, talented, and friendly team, always striving to learn and grow. Each member of staff has the opportunity to be involved in all aspects of our work. We take pride in our work and our organisation and we have big ambitions. We offer a great learning environment, with training and development opportunities, a generous holiday allowance and other benefits.

Charity Partnerships Manager Job Description

Reporting to:	Head of Operations
Location:	Central London
Starting Salary:	£29,000 - £31,000
Contract Type:	Full time, Permanent

Purpose of the Role:

A unique role in a unique organisation.

Pilotlight is a dynamic, award-winning social enterprise with established bases in Central London and Edinburgh, which transforms the lives of disadvantaged people in the UK. We do this by offering charities and social enterprises access to the strategic business support they need to become more efficient, effective and sustainable. Through a managed process of coaching and mentoring by teams of our business members (Pilotlighters), we help the charities and social enterprises we work with to develop their strategic knowhow, strengthen their organisations and, ultimately, increase their impact. In London we are currently supporting over 150 charities and social enterprises – working on a diverse set of issues such as homelessness, domestic violence, mental health, education and youth work and support services for the elderly - using the skills of over 500 Pilotlighters.

The Charity Partnerships Manager is an exciting new opportunity that has been created within the team to further Pilotlight's strategic objectives of increasing our reach and innovating our offer to charities and social enterprises. You will lead the recruitment and selection of Pilotlight partner charities, ensuring that the impact our support has is optimal, and that we are achieving our targets across all Pilotlight programmes.

This is a new role within the Operations Team, to ensure that we have the correct systems and processes in place, particularly to support the expansion and successful delivery of the

programmes run with our corporate partners. As such, you will have a keen eye for detail, be highly organised and be proactive in identifying and implementing improvements needed.

We are looking for someone who is familiar with the not-for-profit sector and the issues faced by charities and social enterprises. Alongside excellent communication skills, you will be IT confident and enjoy the challenge of managing data and implementing new systems.

You will be working as part of a talented, dedicated, friendly team and will have the opportunity to be involved across all aspects of our work.

Main responsibilities

- Recruitment and Selection of Pilotlight partner charities
 - Be the main point of contact for charities and social enterprises interested and in the process of applying to Pilotlight for support - being able to articulately answer enquires about the support we offer and to clearly communicate and guide them through the process of recruitment and selection
 - Carry out initial assessments of applications received for suitability, collate further information on applicants and ensure due diligence on all potential partner charities
 - Carry out assessments of charities where necessary and produce project briefs where applicable
 - Track and report on key indicators relating to charity recruitment
 - Collate and analyse data to ensure we are making evidence-base decisions
 - Support the Head of Operations in planning for the charity pipeline to ensure targets are met for all programmes
 - Identify improvements needed and gaps existing in the charity recruitment process, make recommendations for solutions and/or efficiencies and implement these where appropriate
- Representation of Pilotlight to external audiences
 - Cultivate strong relationships with key partners to increase the number of charities we are able to reach
 - Confidently present Pilotlight and our work to stakeholders, partners and potential partner charities as well as, where appropriate, corporate partners
- Other duties as requested by the Head of Operations

Experience and Competencies

- At least three years' experience working in the charity/not-for-profit sector
- Excellent written and verbal communication
- Experience of data/information management and analysis
- Experience using Microsoft Office and CRMs
- Ability to multi-task and work well in a fast-moving environment
- Confidence in day-to-day administrative tasks
- Detail-oriented and highly organised
- Flexible
- Confident presenter and networker
- Ability to adapt approach / communication style with different audiences.
- Excellent relationship-building skills
- Commitment to Pilotlight's mission and work

To apply:

Please send your CV and a supporting statement answering the following questions to Imogen Jefferies: ijefferies@pilotlight.org.uk:

- why you want to join Pilotlight (300 words)
- why you are the right person for this role (300 words)

Closing date: Sunday 1st March 2020

Applications will be reviewed and interviews carried out on a rolling basis.

Please note we can only respond to shortlisted candidates.

Applicants must have the right to work in the UK.

Pilotlight is committed to an equal opportunities policy. Please download a Diversity & Inclusion form from the website and send with your application.