



Cherie Blair
**FOUNDATION
FOR WOMEN**

Women's economic equality is one of the biggest opportunities of our time. Empowering women is key to driving social change. Working at the Foundation is a chance to be part of that change.

About the Foundation

The Cherie Blair Foundation for Women works with women entrepreneurs in low and middle income countries so they can reach their full potential. By working together, we will eliminate the global gender gap in entrepreneurship.

Since our inception in 2008, we have supported more than 200,000 women to start and grow successful businesses in over 100 countries. Our approach opens doors for women entrepreneurs to networks, finance, new markets, investments and opportunities. As a result, women create a future for themselves, their families, and their communities. In turn, they contribute to more robust economies, global gender equality and a thriving entrepreneurial sector.

Our mission is to empower women to start, grow and sustain successful businesses, so they can redefine the future for themselves and their societies.

Ways to get in touch

Cherie Blair Foundation for Women, PO Box 60519, London, W2 7JU
+44 (0)20 7724 3109
recruitment@cherieblairfoundation.org
www.cherieblairfoundation.org
Registered Charity No. 1125751

Partnerships Officer

Responsible to: Senior Partnerships Manager

Location: London

Salary: £21,096 - £25,315

Term: 6 months fixed- term contract

Hours: part time (21 hours per week)

Team purpose:

To accelerate growth in income and partnerships across a diversified range of income streams, thereby achieving long term, sustainable income growth for the Foundation, increasing our impact for women entrepreneurs.

Job purpose:

To support a busy and dynamic partnerships team working with global donors and a high-profile founder, this role will provide critical assistance with team administration, communications, events, logistics and database management. Supporting the whole team but reporting to the Senior Partnerships Manager – High Net Worth Individuals, the role will focus on supporting the Senior Partnerships Manager to grow our global network of philanthropists following a successful three-year fundraising campaign.

This role will offer a lot of variety and the chance to express your creativity. We are looking for someone who is systems-oriented and likes to tick items off their to-do list. You will have access to an incredible network of inspiring CEOs, Founders and Philanthropists around the world, providing world-class stewardship and engagement for our growing membership community.

In addition, this exciting fixed-term role, with potential for extension, will focus on providing a high-standard of coordination and administrative support to our senior fundraising board, as well as our corporate and institutional partners on occasion. Responsibilities include project coordination; donor stewardship and cultivation; designing and creating interesting assets such as invites, proposals, thank you letters and reports; prospect research and screening; stakeholder management both internal and external; virtual and in-person event support; coordination of meetings, the preparing and sharing of minutes, and the coordination of specific actions.

Key responsibilities

Team administration:

- Writing gift requests, thank you and other letters from our Founder and CEO and Coordinating the sending of thank you letters and their logging onto our CRM database (working with our Partnerships Administrator)
- Preparing emails to donors and/or their representatives on behalf of our Founder and/or CEO

- Preparing cultivation pieces to prospects on behalf of the membership community and/or Partnerships team as required
- Coordinating timely sharing of stewardship materials to donors and other funding stakeholders (i.e. annual impact report, invitations to key events etc.)
- Logging materials and correspondence onto our CRM database (working with our Partnerships Administrator)
- Preparing emails to donors and/or their representatives on behalf of our Founder and/or CEO
- Designing engaging assets for existing supporters and new supporters.

Event support:

- Being involved in the creation and design phase of engaging, women empowered, world-class fundraising events
- Being the administrative contact/support for events being held by, for or with our membership community
- Working with the nominated event lead and other staff where relevant, support the coordination of guestlists and invitation schedules
- Proofing and sending event invites
- Preparing briefs
- Liaising with speakers and sharing event briefing packs (these should be prepared by the event lead)
- Providing technical support with creating presentations
- Liaising with venue personnel
- Coordinating visits of venues and the sourcing of event supplies, e.g. lecterns, catering, decoration etc.

Travel:

- Being first point of contact for all partnerships team travel
- Organising flights, hotels and transportation for travel
- Overseeing budgets for trips
- Preparing briefs
- Coordinating with in-country partners to ensure seamless events and travel

Research:

- Supporting the screening of opportunities/prospects
- Supporting the team with creating bios and profiles of prospective donors
- Supporting with research for funding proposals
- Doing due diligence research for prospects

Database Management:

- Supporting across the department with data entry, management, reporting and compliance
- Ensuring the organisation records data effectively
- Recording and reporting on income via the database and reconcile monthly with finance

Other responsibilities:

- Contributing to the building and creation of a positive, entrepreneurial and collaborative culture for the Partnerships team and contributing to creating this culture across the organisation
- Taking the lead in bringing in new innovative and creative processes to make us better at what we do
- Helping us to grow our funding so that we can support even more women entrepreneurs in low and middle income countries
- Other tasks as and when required

This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Person specification

Essential criteria:

- Experience of providing administrative support and/ or customer (donor) service in a busy office – ideally in a fundraising or charity office
- First rate organisational skills, with the ability to meet tight deadlines, ability to manage multiple tasks with competing priorities
- Excellent IT skills, with a working knowledge of using databases and solid skills on Microsoft word, excel, PowerPoint
- Project Management experience
- Self-starter, highly motivated to take initiative to identify solutions to any challenges that may arise
- Experience of undertaking research and analytical skills
- High levels of flexibility and initiative, with the energy, drive and resilience to make a success of any task
- Ability to work both independently and proactively as well as part of a team
- Excellent attention to detail
- Strong interpersonal skills with the ability to develop relationships in a competent, professional manner
- Excellent written communication skills, with the ability to communicate with a range of people through a variety of formats
- Numerate, with an ability to analyse team targets/budgets, interpret and communicate data and financial information
- A passion for women's rights and a commitment to the Cherie Blair Foundation for Women's specialist area

Desirable criteria:

- Experience of working in coordination and or administrative roles in small and medium sized charities
- Familiarity with approaches to donor or customer stewardship and fundraising or relationship management best practice
- Creative and design oriented

- Experience designing engaging materials through tools such as Canva or Adobe
- Experience developing fundraising or marketing/communications materials
- Experience of event administration, logistics and management
- Interested in a career in fundraising and to build experience with the potential to grow into other roles
- Experience of event administration, logistics and management
- One or more additional languages, apart from English
- Experience living and working in a low or middle income country

Application

Candidates who wish to apply are requested to submit the following documents:

- Covering letter addressing relevant experience for the role (two A4 pages max)
- Current CV – no more than two pages

Please send your application to: recruitment@cherieblairfoundation.org

We value diversity and welcome applications from people from all sections of the community, regardless of age, race, gender, colour, sexual orientation, disability, religion or belief. All applicants should already have the right to work in the UK.

Job applicant privacy notice

Data controller:

The Cherie Blair Foundation for Women, PO Box 60519, London W2 7JU

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Foundation collect?

The Foundation collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements
- Whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or

other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Foundation process personal data?

The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

How does the Foundation protect data?

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks. The Foundation will not transfer your data outside the European Economic Area.

For how long does the Foundation keep data?

If your application for employment is unsuccessful, the Foundation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the Foundation to change incorrect or incomplete data
- Require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment
- Object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing
- Ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data

If you would like to exercise any of these rights, please contact enquiries@cherieblairfoundation.org stating 'SUBJECT ACCESS REQUEST' or telephone the PA to the CEO on 0207 724 3109.

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

[What if you do not provide personal data?](#)

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

[Automated decision-making](#)

Recruitment processes are not based on automated decision-making.

