

Prospects and  
Partnerships Officer

# Recruitment Pack

January 2023



**CONSORTIUM**  
for stronger lgbt+ communities

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## Key summary of the role

<b>Job Title:</b>	Prospects and Partnerships Officer
<b>Hours:</b>	Part time, 21 hours per week (0.6 FTE)
<b>Reports to:</b>	Head of Partnerships and Development
<b>Remuneration:</b>	£26,501 – £28,685 (depending on experience) pro rata, plus 5% pension contributions
<b>Based:</b>	Home-based
<b>Terms:</b>	One-year initial contract, continuation subject to funding. 25 days annual leave entitlement (pro rata)
<b>Deadline:</b>	Sunday 19 <sup>th</sup> February, 11.59pm

If you are appointed to this role, you will among other (full job description can be found on page 4):

- Take a proactive and creative approach to identifying new fundraising prospects across trusts, foundations, corporates, and individuals.
- Develop full and accurate research profiles on prospects and donors to increase our knowledge of potential donors and to increase the likelihood for a successful fundraising ask.
- Supporting with writing of funding applications and compiling information for applications.
- Contribute to the development and running of the Consortium Corporate Supporter Network through one-to-one engagement and events for network members.

We are committed to improving representation across our organisation and believe that Consortium's team should reflect our diverse communities. Additionally, the focus of this post is proactive engagement with trans and non-binary communities. With that in mind, we are particularly keen to hear from people with an understanding and appreciation of the specific and intersectional issues faced by communities this project will engage, including from lived experience.

## What we do

We are a national specialist infrastructure and membership organisation. We work to build the resource, sustainability and resilience of LGBT+ groups, organisations and projects so that they can deliver direct services and campaign for individual rights.

We work with LGBT+ groups

We offers range of practical support for people who run LGBT+ groups, projects and networks.

We build networks

We facilitate a range of thematic networks across the LGBT+ sector.

We generate impact data


We aim to help LGBT+ groups identify the changes their work is making and how to demonstrate.

We award grants

Through our LGBT+ Futures: Equity Fund we award grants to LGBT+ groups

We champion collaboration


We are leading a range of innovative collaborations that have brought over 50 LGBT+ groups together to develop and deliver projects.



We work to provide the resources LGBT+ groups and organisations need to thrive and build a strong case for support



We support the growth and development of LGBT+ groups and organisations



We support LGBT+ groups and organisations to prepare for, respond and adapt to the changing environment

## Working with us

We work very hard to maintain a supportive and friendly work environment and we pride ourselves on our organisational culture that centres team wellbeing and thriving employees.



### Employee benefits:

- Working from home (we have been working remotely for more than 9 years!)
- Discretionary working from home payment
- Flexible working environment
- Core hours between 10am-3pm
- Auto-enrolment pension scheme
- Birthday leave
- Trialling staff counselling offer
- End-of-year additional leave

## Job description

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Consortium has implemented practices that aim to reduce bias in our recruitment process. When reviewing applications, the information provided in your covering letter will be viewed independently, without access to information from your CV or the personal details provided.

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Appointments will be based on merit. Equity is important to the success of our team and work. We don't want any barriers to applying so if you would like to discuss particular aspects of our approach or get a better understanding of whether Consortium is right for you, then please contact Paul, our CEO, on: [paul@consortium.lgbt](mailto:paul@consortium.lgbt).

## Background and role purpose

The prospects and partnerships officer will play a key role in the development and implementation of Consortium's fundraising activities to secure funding for organisational core costs, programme work and sector development.

## Main duties

### Prospect research

- Take a proactive and creative approach to identifying new fundraising prospects across trusts, foundations, corporates, and individuals.
- Develop full and accurate research profiles on prospects and donors to increase our knowledge of potential donors and to increase the likelihood for a successful fundraising ask.
- Undertake Due Diligence as required.
- Work alongside the Head of Partnerships and Development to develop a robust prospect pipeline across a variety of funding streams.
- Identify and approach new prospects, undertaking initial outreach to understand funding opportunities.
- Supporting with writing of funding applications and compiling information for applications.

### Corporate partnerships

- Explore relationships with employee donation programmes and payroll giving schemes to increase the number of regular givers who support the work of Consortium.
- Contribute to the development and running of the Consortium Corporate Supporter Network through one-to-one engagement and events for network members.
- Work on the annual City For LGBT+ corporate fundraising event, alongside partner organisations.

## General duties

### General

- To work as part of a virtual team, embracing online communication and collaboration tools
- To be able to work effectively and efficiently in an unsupervised environment.
- To act at all times in the best interest of Consortium
- To prepare for and attend regular supervision sessions, conducted by the Head of Partnerships and Development
- To carry out other duties as may from time to time be reasonably required.

## Person specification

- Excellent communication and presentation skills required to build relationships with potential donors.
- Knowledge of securing funding from businesses, trusts or foundations.
- Experience in researching and presenting information and in proactively seeking new sources of information.
- Excellent written skills with the ability to produce concise and creative documents.
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).
- Meticulous attention to detail.
- Demonstrable ability to plan and prioritise own workload with minimum supervision.
- Ability to demonstrate initiative and work well under pressure.
- Ability to understand and generate budgets.
- Ability to plan and work within agreed timeframes.

These skills and competencies will be tested in the application process and subsequently within the interview process.



## Applications

Deadline for applications is Sunday 19<sup>th</sup> February at 11.59pm.

Interviews will take place via a virtual video conference platform on Monday 27<sup>th</sup> February. Access needs will be met for interviews.

[\[Click here\]](#) to access the online application form. You will be required to provide a copy of your CV and a cover letter focussing on how your experience links to the skills and person specification outlined in this job description, including examples.

If you cannot access the online form, or would prefer an alternative format, please contact: [recruitment@consortium.lgbt](mailto:recruitment@consortium.lgbt). These will be processed in the same way as online submissions.

For more information about the role or Consortium please contact Helen Bowie on: [helen@consortium.lgbt](mailto:helen@consortium.lgbt) or 020 7064 6500.