

## Development and Partnerships Lead

**Salary:** £33,000-37,000, depending on experience

### About Voice 21

Voice 21 is the national oracy education charity. We exist to empower every child to use their voice for success in school and life. Our work transforms learning and life chances through talk by increasing access to a high-quality oracy education for those that need it most. Follow the links to find out more about [why oracy is so vital](#) and the [impact Voice 21 has](#).

### Your opportunity

**Tackle a vital challenge, with great people.** Voice 21 exists to transform childrens' learning and life chances through talk and we are aiming to be working with 2,000 schools a year by 2025. To reach this goal we recruit great people and give them real responsibility, training and support.

**Output focused culture, with flexible working opportunities.** We have an agile and flexible approach – our team can work when and wherever works best to deliver the requirements of their role. For staff working at home, we support them to create a workspace and provide technology that enables them to work effectively.

**Real development opportunities.** We believe in supporting people to develop the skills they need to be excellent – whether this means funding external training, finding a mentor to support them or giving them the time to learn from others in the organisations through our regular CPD sessions. We also offer paid study leave for team members taking part in formal studies outside of work.

**Great benefits.** 33 days holiday (inclusive of bank holidays) and additional Christmas closure period. Holiday entitlement increases linked to length of service, 5% employer contribution to pension, interest-free season ticket, cycle and technology loans, employee assistance scheme.

For more information on why we think you should apply for the role, see the “Why work for us” section at the end of this job description.

### Your purpose

To accelerate and diversify Voice 21's fundraising income and organisational influence through identifying new opportunities, building relationships and networks, and crafting the stories that will win the hearts and minds of supporters and stakeholders.

**Please note:** *This role is primarily a fundraising role, but previous fundraising experience is not required. If you are passionate about Voice 21's work and would like to help us grow, and you're good at persuading people - both on paper and out loud - to back a cause you believe in - we'd encourage you to apply.*

### Your responsibilities

#### Strategy

- Work with the Head of Engagement (External Relations), Director of Engagement and CEO to devise Voice 21's development strategy, producing strategic and operational plans for fundraising targets in line with our five-year growth ambitions.

## Fundraising

- Research, identify, cultivate and pursue new income-generating ideas and relationships. This may include: trusts and foundations, High-Net Worth Individuals, corporate partnerships, events or other sources, as outlined in the development strategy that you will help to create.
- Steward relationships with new and existing prospects to optimise voluntary income and supporter retention.
- Write and submit grant funding proposals to trusts and foundations.
- Build strong and sustained donor relations across all strands of voluntary income and at all levels.
- Oversee supporter communications across all areas and channels including fundraising and stakeholder engagement events, both physical and virtual.
- Prepare reports for funders, working with the Learning and Impact team to improve our impact management and monitoring.
- Harness fundraising support and advocacy from our Board, Ambassadors, and other stakeholders.

## Your progression

Within 3 months, you'll have:

- Reviewed Voice 21's current development activity, strategy and approaches
- Identified areas for improvement and opportunities to investigate
- Introduced yourself to existing supporters
- Worked with the team to devise a development strategy with KPIs and targets
- Developed reports and communications for existing supporters
- Managed the submission of grant applications

Within 6 months, you'll have:

- Implemented key components of the development strategy with demonstrable evidence of success (new income, increased awareness and engagement etc.)
- Created dynamic reporting dashboards to understand and track performance and impact
- Delivered communications and events that have strengthened relationships with existing supporters and increased their engagement with Voice 21

From 6 months onwards, we expect for you to be:

- Confidently generating and executing funding and influencing opportunities that enable Voice 21 to achieve our strategic goals.
- A trusted and influential partner to our supporters - providing them with timely information, compelling communications and engaging events.
- A go-to for those looking for powerful partnerships to make a difference in education.

## This job is for you if you...

- You are an exceptional communicator, both out loud and on paper - your words leap off the page, your presentations turn spectators into supporters and your conversations create lasting connections.
- You have demonstrable experience of persuading people to commit to a cause you believe in.

- You are motivated by an ambitious plan and a desire to make things happen, with a track record of setting and achieving lofty goals.
- You are tenacious and creative - running towards problems and finding new ways of doing things.
- You love building strong relationships and thrive in a people-centric culture.
- You believe that education has the power to change lives and will be a passionate advocate for our mission.

### Who you'll work with:

- The Head of Engagement (External Relations) and Director of Engagement, as well as wider Engagement team (especially communications)
- Learning and Impact team- especially research and policy
- Operations - especially finance and organisational planning
- Senior stakeholders and supporters including existing donors

**Where you'll work:** Remote, with regular travel to our London Office and elsewhere and occasional overnight stays required.

**Contract:** Permanent, subject to successful probation review at 3 months.

**Terms:** We would welcome applications on a full-time or 4-day per week basis.

## Application details

### To apply:

Please send your most recent CV and a document answering the questions below to [careers@voice21.org](mailto:careers@voice21.org) with the subject "Development and Partnerships Lead application":

- Tell us why you want to work at Voice 21. What is it about us and our mission that excites you? (Max. 400 words).
- Making direct reference to the job description (both the 'Your responsibilities' and 'This job is for you if...' sections), please tell us the three main reasons why you would make an excellent Development and Partnerships Lead (Max. 400 words).
- Tell us about something you have achieved recently in a professional context that you are proud of (Max 200 words).
- Please specify where you saw the job advertised.

Please also click [here](#) to fill out our Equality and Diversity Monitoring Form

**Closing date:** 6pm, Sunday 16th October.

**Interview date:** Phone interviews are expected to be on w/c 17th October, with full interviews later that week or the week after. All interviews will take place over Zoom.

**Start date:** As soon as possible, but we will be flexible for the right candidate.

**Questions:** if you have any questions about the role, or would like to discuss it before submitting an application, please contact Alex Newton, Director of Engagement ([alex@voice21.org](mailto:alex@voice21.org))

### Valuing every voice

Voice 21 believes that every voice should be heard and valued. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Voice 21.

## Why work for us?

We hope that we have given you a good sense of what life at Voice 21 is like and what the role entails - please see below for some more reasons to apply!

**Holiday:** 25 days annual leave plus additional Christmas closure period. Holiday entitlement increases linked to length of service.

**Benefits:** Employer contribution to pension (5%), interest-free season ticket, cycle and technology loans and work from home allowance.

**Wellbeing:** We provide an Employee Assistance Programme through Health Assured which provides all Voice 21 employees 24/7/365 support if needed.

**The way we work:** We have an agile and flexible approach – our team can work when and wherever works best to deliver the requirements of their role. For staff working at home, we support them to create a workspace and provide technology that enables them to work effectively. You will also have regular opportunities to get together as a whole staff and in your team, including away days, social events and other development events.

**Development opportunities:** We believe in supporting people to develop the skills they need to be excellent – whether this means funding external training, finding a mentor to support them or giving them the time to learn from others in the organisations through our regular CPD sessions. We also offer paid study leave for team members taking part in formal studies outside of work. If you want to volunteer as a school governor, trustee or in some other capacity for a mission-aligned organisation. We support our team to take on these commitments without taking annual leave.

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### Voices of Voice 21

We recently asked our team what they enjoy most about working at Voice 21. Below is a selection of their responses:

*“I really enjoy working in an organisation that strives for innovation and is rooted in research of what actually works for teachers in the daily life of a classroom and a school curriculum.”*

*“At Voice 21, there is a strong culture of sharing expertise and this ensures that your voice is valued and ideas heard, no matter your role. Although a lot of the day-to-day work is virtual, relationships are strong. The very purposefully planned in-person meetings help these relationships to grow and flourish, as does the high level of collaboration in teams.”*



*“One of the many things I love about working at Voice 21 are the opportunities for professional development. Working in a small, fast-growing organisation has given me the chance to grow professionally and to expand my skill set in a supportive environment.”*

*“I find it inspiring being part of the Voice 21 team - being surrounded by passionate, mission-driven people makes me want to bring my best every day, because I know that my fab colleagues won't let a good idea gather dust - everything will be snapped up and built into something that helps us make a difference for the students in our schools.”*

*“Since working at Voice 21, I've been invited to take part in multiple projects and tasks outside of my 'core role', because we're encouraged to develop our areas of interest and expertise across the board. It's incredibly refreshing to work for an organisation that sees every employee as a key asset.”*

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