



Job Description

Job Title	Partnerships Executive
Location	Lighthouse, 187 Duncairn Gardens, Belfast
Salary	NJC Scale 6 Point 18 - 22: £29,269 - £31,364
Working Hours	Up to 37.5 hours a week which may include evening and weekend hours.
Responsible to	Executive Director
Annual Leave	28 days per annum plus statutory days

Why join Lighthouse?

Lighthouse, the suicide prevention charity was formed in 2003 as a community response to a community problem – the exceptionally high incidence of suicide in North Belfast. Since its inception the organisation has grown and developed in line with the needs of its clients and the changing community landscape and today serving North, South and West Belfast, as well as providing a range of services and training across NI.

Employees at Lighthouse enjoy generous salaries, pension scheme, flexible working and TOIL, monthly supervision and annual appraisal, staff engagement events, free parking, optional subsidised health plan, women's wellbeing group, annual staff audit where staff can input to the overall direction of the organisation and a very supportive, vibrant, ambitious and cohesive environment.

Background:

Lighthouse's core purpose is 'to save lives, offer advice and support to those affected by suicide and self-harm'. It has worked hard to dissolve the stigma associated with suicide and poor mental health, through designing a portfolio of early interventions, counselling projects, information and resources for families, carers and individuals dealing with the impact of suicidal thoughts and bereavement by suicide.

Following the very successful delivery of our strategic plan 2022-25

<https://lighthousecharity.com/assets/general/publications/Lighthouse-Strategic-Plan.pdf>



we are about to embark on the creation and delivery of our new strategic plan for 2025-2028 and we are delighted to grow our team with the role of Partnerships Executive.

Job Purpose:

The Partnerships Executive will play a key role in securing funding and support from corporate partners, donors and the general public and oversee the income generation and communication activities throughout Northern Ireland.

They will actively contribute to the forging of new relationships to build Lighthouse's visibility, impact and financial resources and the long-term sustainability of the charity.

Main duties and responsibilities

Secure the funding and other resources needed to sustain Lighthouse's work in the long-term and significantly increase our donor and supporter base.

- Build, strengthen and maintain good relationships with partners and develop and liaise with key partners and major donors, ensuring that a donor database is effectively maintained.
- Provide ongoing support to existing corporate partners while ensuring their satisfaction and fostering long-term relationships.
- Manage a calendar of Lighthouse events that encourage donor participation
- Coordinate the production and use of all necessary event related resources e.g Just Giving or Enthuse event posters and leaflets, press releases and PR campaigns
- Contribute to the development and implementation of an income generation strategy, which meets the requirements of Lighthouse.
- Raise funds from diverse sources in the most cost effective and sustainable way and embed a culture of effective donor relations across the organisation.
- Negotiate sponsorship for events such as the Lighthouse annual conference
- Meet monthly, quarterly targets in line with overall target/budget.
- Ensure all partner relations activities are up to date and comply with fundraising, data protection and other relevant legislation, standards, and best practice.

To work to support a 'One Lighthouse' ethos ensuring it achieves organisational strategic aims and operational goals.

- Participate, promote and work together with all areas/departments/projects to ensure a one Lighthouse culture throughout the organisation
- Ensure that Lighthouse policies and procedures, with particular emphasis on Equal Opportunities, Health and Safety and Child Protection are always adhered to.

- Collaborate with the Executive Director and Operations Manager to prepare monthly reports that will inform the progress of donor relations and income generation within the organisation.
- Participate in and contribute to strategic and operational plans as required.
- Participate in events, conferences, courses, and meetings organised and or arranged by the organisation when required to do so.
- Represent Lighthouse on relevant networks, partnerships, awareness raising events as agreed.

The duties and responsibilities of this job description are neither definitive nor restrictive and can be modified to meet the changing needs of the organisation. The organisation is committed to providing the highest possible quality of service to its clients and the community. Members of staff are always expected to provide a caring service and to treat those with whom they encounter, in a courteous and respectful manner.

This post is subject to completion of an Enhanced Access NI check.

PERSON SPECIFICATION – Partnerships Executive

	Essential	Desirable
Education	5 GCSEs or equivalent or three years' experience of income generation activities	<ul style="list-style-type: none"> • Management qualification • Evidence of ongoing continued professional development in the last 3 years
Experience	<ul style="list-style-type: none"> • 3 years income generation experience. Strong organisational skills including ability to meet demanding financial targets and deadlines and an exceptional eye for detail. • Ability to articulate ideas clearly and persuasively. 	<ul style="list-style-type: none"> • Self-management: ability to work independently without reliance on formal line

	<ul style="list-style-type: none"> • Proficient in negotiating terms, contracts, and agreements with clients to secure deals while maintaining profitability and client satisfaction. • Builds and maintains relationships with clients, understands their needs, and addresses concerns effectively. • Is well-networked and can bring new connections to Lighthouse with an interest in supporting our work. • Experienced and confident in approaching potential donors and in 'making the ask'. • A proven ability to Teamwork and collaboration ability to build and manage relationships at all levels of seniority, inside and outside Lighthouse. • Producing reports and monitoring service performance • 	management authority
Knowledge	<ul style="list-style-type: none"> • Knowledge and awareness of maintaining boundaries and confidentiality appropriately • Clear understanding of the role of donor relationship management within the charity sector 	<ul style="list-style-type: none"> • Working knowledge of Salesforce. • Knowledge of suicide prevention
Skills	<ul style="list-style-type: none"> • Excellent communication skills with previous experience of report writing, delivering presentations, and building relationships and partnerships • Excellent organisational, planning and time management skills • Strong IT Skills and the ability to use computer software packages 	<ul style="list-style-type: none"> • Strong leadership and interpersonal skills with the ability to influence, negotiate with, and inspire a diverse range of

	<ul style="list-style-type: none"> • Ability to communicate effectively and sensitively • Excellent interpersonal skills, with significant experience of building, managing, and sustaining relationships with a wide range of people from multi-disciplinary backgrounds. • Self-motivated with ability to be a flexible and cooperative leader and member of the team. • Ability to use initiative and think creatively. • Good organisational skills with an ability to prioritise work, meet deadlines and work effectively under pressure. • Ability to understand the strategic aims of the organisation and to translate these into presentations 	partners including senior managers.
Personal Characteristics	<ul style="list-style-type: none"> • Demonstrate a commitment to Lighthouse's vision, mission, and values • Ability to prioritise, meet deadlines and use own initiative • Problem solving and solution focused • Demonstrate commitment to continuous improvement • Team player 	
Other	<ul style="list-style-type: none"> • Access to a car with appropriate insurance and a valid driving license or be otherwise able to fulfil the mobility requirements of the post 	