



## JOB PROFILE

<b>Job Title</b>	Community Partnerships Coordinator
<b>Hours</b>	15 hours per week (12 months fixed term)
<b>Based</b>	Swindon, Wiltshire

### Overview

As a counselling and counselling training charity that has been serving the community of Swindon for over 30 years, Willows strives on offering a quality counselling service to support those seeking support. Our counselling training courses (Introductory to Post Graduate) are routinely oversubscribed and are well respected and regarded in the field as providing the quality and depth of learning essential when training to be a therapist.

The role of Community Partnerships Coordinator will sit centrally within our engaged and motivated staff team. The role has a dual focus: firstly, on actively building and further developing Willows profile within the local community, creating partnerships with businesses and organisations. Secondly, on developing and facilitating fundraising events and opportunities, and increasing revenue through a successful and effective fundraising strategy. In collaboration with our finance team, the CPC will and provide specialist knowledge and skills to support our grants and funding applications.

The successful applicant will work closely with the CEOs and the Finance Manager and will work collaboratively with the whole team to create opportunities for fund generation, partnerships and community engagement.

### Responsibilities

- Working with the CEOs and Finance Manager to devise, implement and generate a revenue stream through fundraising, grants and funding
- To build and maintain good working relationships and partnerships with local businesses and organisations
- To devise and implement an annual fundraising strategy
- Provide routine business and fundraising income updates to the exec team
- To promote Willows B2B counselling and training services to third party organisations
- To actively build and develop the Willows profile within the local area and beyond
- To enhance Willows community engagement through social media and local events

### Person Requirements

- Good working knowledge and understanding of the charity / third sector
- Proven experience in developing business to business partnerships
- Ability and drive to proactively network and build links with key stakeholders in local businesses and organisations
- Experience of successfully increasing revenue through fundraising and grant/funding applications
- Excellent communication skills
- Ability to devise and lead initiatives whilst working collaboratively with colleagues
- A passion for promoting positive mental health through good quality counselling support