

Partnership Manager, Scotland

Duration:	Until December 2026 – the end of UNICEF UK’s strategic period
Salary:	£42,000 per annum pro rata
Job Level:	4
Hours:	35 hours per week. Other flexible arrangements will be considered
Disclosure Level:	Basic. This role involves no direct or indirect work with children
Reports to:	Director of UNICEF in Scotland
Location:	UNICEF UK Edinburgh, 121 George Street, Edinburgh, EH2 4YN

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their best for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children’s rights.

ABOUT THE TEAM

The Scotland team sits alongside UNICEF UK’s Corporate, Foundations, Philanthropy and Partnership Impact & Programme Assurance teams, managing high value income partnerships which deliver impact for children worldwide.

UNICEF UK in Scotland is a cross organisational team leading on income, impact and influence in Scotland. The team seeks to secure financial and non-financial support from high value partners (Philanthropists, Foundations and Corporations). It works holistically across these three areas and has ambitious annual growth targets. This role will play a key part in enabling even greater results for children by delivering income and stewardship opportunities to UNICEF UK in Scotland’s existing and prospective major supporters.

ABOUT THE ROLE

The Partnership Manager (Scotland) role will focus on coordinating approaches to secure new donations from high value supporters (Trusts, Corporates and Philanthropists). This role will also provide current supporters with the highest level of stewardship and donor care in line with UNICEF UK in Scotland’s income strategy, delivering against agreed income targets.

This position will support the Scotland income strategy across a range of agreed prospects, building and developing the pipeline aiming for asks of £25K+ per annum.

In summary the post holder is responsible for:

- Working alongside the Scotland team and other teams in the P&P Directorate at UNICEF UK, to support the development of new business strategies with a particular focus on philanthropy supporters.
- Approaching, negotiating and securing philanthropic and other high value partnerships in line with the Partnerships & Philanthropy and Scotland strategies to deliver agreed income targets.
- Designing and delivering bespoke stewardship for partners in Scotland.
- Demonstrating and modelling a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

WHAT WE WILL EXPECT YOU TO ACHIEVE

- Cultivate and further develop the Scotland income pipeline by identifying prospects, developing outreach plans, initiating discussions and securing donations in Scotland focusing on high value partnerships with a value of £25K+ per annum.
- Develop compelling proposals and presentations for prospective new partners, working closely with relevant teams at UNICEF UK. Plan and lead meetings where appropriate.
- Research and attend appropriate networking events and conferences to generate new business leads.
- Proactively approach prospects in response to humanitarian emergencies, maximising the support we receive from the Scottish high value community.
- Work within UNICEF's International screening policy, managing the UNICEF Global and UNICEF UK screening process for prospective partners. Maintain CRM and information management systems.
- Support operational aspects of agreed new partnerships in Scotland, including correspondence received by the partner, managing day to day issues, accurate recording and reporting of income and expenditure; identify potential growth opportunities for Scottish partnerships.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as Our Shared Commitment) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

EFFECTIVE BEHAVIOURS

Supporter driven and mission aligned

- Is committed to children and their rights and puts children first to achieve a world that is fit for every child.
- Considers partners' needs, balancing their expectations with doing what's right for children.

Results focused

- Prioritises work that will have the greatest impact on children.
- Deliver on agreed KPI's and responds flexibly to unforeseen events to minimise any negative impacts.

Communication

- Conveys complex ideas and messages using a variety of communication methods to engage an audience and win understanding and support

Negotiating and influencing

- Uses a range of approaches to secure income for UNICEF; operates and negotiates with confidence with new and existing contacts.

Positive relationships

- Demonstrate a collaborative approach and mutual trust and respect with colleagues at all levels and with external contacts and partners to support the achievement of objectives.
- Resilience- remains positive and quickly recovers from set-backs, keeping problems in perspective

Results focused

- Reviews results and extracts learning to optimise future performance.

Relevant experience

- Successful track record in prospecting and personally securing new partnerships at the five-figure level.
- Experience in high value fundraising stewardship, managing high value partners including strategic planning and partner engagement.

- Experience of building and managing a donor pipeline including managing CRM and monitoring budget.
- Some proposal development, 'pitching' and negotiation skills-would-be desirable.

SPECIFIC KNOWLEDGE AND SKILLS

Specific Skills

- Able to manage donor information using electronic systems (e.g. Salesforce).
- Good relationship building skills
- Good communication skills

Specific Knowledge

- Knowledge of the current Scottish fundraising landscape and insight into future trends would be preferred.
- Understanding of the Sustainable Development Goals and international development would be an advantage.