

Job Description

Job Title	Grade/Salary
Corporate Partnerships Assistant	
Accountable to	Responsible for
Corporate Partnerships Manager	N/A

<p>Job Purpose and Role</p> <p>At Teesside Hospice, we transform lives. Our mission is to provide exceptional care, compassion and support for those facing life-limiting illnesses. We are dedicated to making every moment count for patients, families and our community.</p> <p>Corporate partnerships assistant is a key supporting role in growing and delivering corporate partnerships at Teesside Hospice. You'll help build meaningful relationships with businesses across the region, ensuring every partnership is well-managed, impactful, and aligned to our missions and values.</p> <p>This is a hands-on role for someone organised, proactive, and confident engaging with people helping turn local business support into real impact for patients and families.</p>

Main Duties and key result areas	
General duties	<ul style="list-style-type: none"> • Support the management and stewardship of a portfolio of corporate partners, ensuring a high-quality experience at every touchpoint. • Help plan and deliver engaging partnership activity including fundraising campaigns, events, and volunteering opportunities. • Research and identify new business prospects across Middlesbrough and the wider Teesside region and create and manage pipeline leads. • Assist in creating tailored proposals, pitch decks, and impact reports for partners. • Maintain accurate records of activity, income, and engagement using CRM systems. • Coordinate partner communications, ensuring they feel valued, informed, and inspired. • Support the delivery of corporate events, networking opportunities, and key events in the fundraising calendar. • Track performance against targets and support reporting on income and engagement. • Act as an ambassador for Teesside Hospice, representing the organisation professionally at events and meetings



Better Health
at Work Award
Bronze Award



- And any other business needs that may be required from time to time.

Delivering to our Values

Accountable

- Able to justify actions or decisions
- Takes personal responsibility for their actions
- Able to describe the impact of their work in a way others understand
- Welcomes feedback as an opportunity to grow and develop

Trustworthy

- Working collaboratively with beneficiaries, colleagues, partners and supporters
- Being authentic and transparent
- Trusted to respond to needs and deliver what is expected of us
- Projecting a professional image that engenders trust

Principled

- To adhere to professional and clinical standards
- Maintain appropriate boundaries and relationships which are built on trust and honesty
- Avoid and speak out against any actions, or behaviours, that conflict with our values or could cause harm to any stakeholders
- Demonstrate strong moral principles which embody Teesside Hospice's vision and bring our values to life
- Do the right thing even in difficult situations, and always endeavour to work effectively and efficiently to maximise results and service

Skilled

- Having and showing the knowledge, ability or training to work well
 - Seeking opportunities to learn from a wide range of sources
 - Contributing to the provision of excellent, safe and effective care no matter what your role is in the organisation
- Ensuring that the treatment, support and services we offer are effective

Compassionate

- *Feeling or showing kindness and concern for others*
- *Able to empathise with people who dealing with a terminal illness*
- *Being kind in use of language and behaviour*
- *Caring for others who need our support and help*

All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement



Better Health
at Work Award
Bronze Award



- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Respect privacy and dignity at all times.

The duties outlined in within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Teesside Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

Signed Date

Print name



Person Specification

Attribute	Detail	Essential or Desirable
Skills & Abilities	Excellent written and verbal communication skills	E
	Good IT Skills, specifically Microsoft Word, Excel	E
	Strong organisational skills with excellent attention to detail	E
	Ability to build rapport quickly and maintain professional relationships	E
	Highly organised with the ability to juggle multiple priorities and deadlines	E
	Commercially aware with an understanding of what motivates businesses to give	D
Knowledge & Experience	Experience of working in the charity sector or corporate partnerships	E
	Strong interpersonal skills and relationship management	E
	Experience in fundraising, sales, account management, or customer-facing roles	E
	Experience using a CRM system	D
Education & Qualifications	Education to include min GCSE pass (A-C) in Maths and English or experience equal to this	E
	Current Driving Licence	E



Better Health
at Work Award
Bronze Award



Personal Attributes/ Key skills	Team Working	E
	Proactive attitude with the confidence to take initiative	E
	Planning and Control	E
	Communication and Influencing	E
	Attention to Detail	E
Other	An understanding of, and empathy for, the work of Teesside Hospice	D
	Flexibility to work unsocial hours, including weekends and evenings, and to travel as required – from time to time.	D
	Ability to drive a small fundraising van.	E
	Ability to independently travel across Teesside.	E



Better Health
at Work Award
Bronze Award

