

The HumanEdge

RECRUITMENT PACK

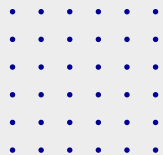
JOIN OUR TEAM



HEAD OF DEVELOPMENT AND PARTNERSHIPS

Application Deadline

16 September, 2024
09.00 AM UK TIME



FOR MORE INFORMATION

 www.humanedge.org.uk

SUBMIT YOUR APPLICATION
recruitment@humanedge.org.uk



ROLE DESCRIPTION

Head of Development and Partnerships

Reporting to:	Chief Executive Officer
Term:	Full-time (37.5 hours per week) 2-year fixed term contract (with potential for renewal, subject to funding)
Salary:	£45,000–£55,000 gross per annum, dependent on skills and experience
Location	Homebased in the UK, with ability to travel to team workshops/ meetings in the South/ Southwest (London/Bristol/Bath) on an approximately monthly basis; and to travel internationally up to approximately 2 weeks per quarter, subject to business needs.
Start Date	October/November 2024
Application Deadline	09.00 UK time, Monday 16 September 2024

ABOUT THE HUMAN EDGE

[VISIT OUR WEBSITE](#)



The Human Edge is a specialist mentoring and coaching organisation. We've developed our expertise, approaches and partnerships over 16 years, and we use our learning and experience as a foundation to design and implement integrated leadership development and learning programmes and initiatives for entrepreneurs, managers and leaders.

We believe that building thriving businesses and social impact organisations which drive lasting positive change takes confident leadership, skills, and connections. Through our work we equip people, teams, organisations and networks/ecosystems with the tools, approaches, and skills to overcome challenges, build stronger relationships and strengthen their leadership to steer their organisations forward and achieve greater results, faster.

We partner and collaborate globally with local and international governments, foundations, international NGOs and corporates. We work in multiple languages, across contexts, cultures, and sectors. The Human Edge is a values-based organisation with a diverse and committed international team who bring a focus on quality, connections, innovation and learning to their work.

ABOUT YOU

You are a dynamic and strategic leader with over a decade of experience in income generation and partnership management, specifically within the leadership development, learning and development, and human capital development sectors, particularly in the UK public sector and international development arenas. Your track record of successfully leading teams and securing high-value, long-term funding partnerships through grant and bid/open tender processes sets you apart.

You excel in relationship management, leveraging your outstanding networking, negotiation, and communication skills to build and maintain partnerships that drive sustainable growth. Your ability to inspire, influence, and engage stakeholders at all levels is one of your key strengths.

You possess a proactive, solutions-oriented mindset, with a passion for leadership development, learning and development and community building and a commitment to The Human Edge's vision and mission. Your resilience, creativity, and team-oriented approach make you an influential member of any senior management team, ready to drive strategic objectives and contribute to the overall success of the organisation.

ABOUT THE ROLE



Main purpose

We are seeking a Head of Development and Partnerships to join our Senior Management Team (SMT) (alongside the Head of Programmes and Head of Finance and Operations), reporting directly to the CEO. As part of the SMT, you will take an active role in contributing to the development of the organisation's strategic plans and other team members growth. You will drive income generation and partnerships development with funders and prime contractors within primarily the UK public and international development sectors, ensuring that our programmes, courses and consultancy offerings meet market needs and are financially sustainable.

You will lead on activities generating over £1m annually through grants, tenders, contracts, partnerships, and strategic communications contributing to The Human Edge's financial growth and brand development. As the key member dedicated to income generation, you will shape and expand our funding streams, driving the growth of our services while serving as a charismatic external ambassador and effective communicator and influencer.

Please note that applicants must have the legal right to work in the UK.

KEY RESPONSIBILITIES

Leadership

- Work with the CEO, SMT, and Board to set and achieve The Human Edge's vision, mission and strategic objectives and annual business plan.
- Lead the development and implementation of The Human Edge's income generation strategy in line with our strategic plans to drive sustainable income growth from diverse funding streams.
- Lead the development and implementation of The Human Edge's communications strategy and work with the marketing team to deliver associated plans for digital, content, media etc.
- Lead on the internal management of the partnerships and business development function, including developing, monitoring and reporting on achievement of KPIs and ensuring targets are met

Partnerships and Income Generation

- Lead on all business development and account management activities including horizon scanning, identification of opportunities, proposal and bid-writing, pitching, negotiation and closing
- Identify and generate new income streams, ensuring full cost recovery. Oversee and maintain an opportunity pipeline and monitor progress, adjusting as needed to improve outcomes
- Lead on all activities to support The Human Edge in increasing its visibility and credibility including expanding our network, building and strengthening relationships, all partnership account management activities and ongoing relationship management as required
- Identify and build strong partnerships that bring us routes to market for our products/services
- Identify innovative opportunities for product development and income diversification supporting plans to scale the organisation
- Oversee annual department budget and strategic planning as well as managing and reporting on the status of all activities and income forecasts to SMT and the Board
- Working with the Head of Finance and Operations, develop and manage the systems and processes to support all income generation
- Coordinate our bidding activity; managing our opportunity pipeline, supporting department processes and team input
- Support the CEO with external engagement and networking to gather knowledge and promote The Human Edge's interests

- Research, attend, network and speak at conferences, meetings and industry events
- Provide intelligence, insight and new ideas to contribute to, continuously improve and strengthen The Human Edge partnership and income generation approach
- Operate as The Human Edge ambassador and representative by engaging existing and new funding partners, donors and institutions, making an effective case for partnership and building sustainable funding relationships
- Managing the data held about our clients, donors and partners in compliance with GDPR

Communications

- Develop, collate, edit and finalise communications materials and collateral to support the income generation process and activities, in collaboration with the marketing department
- Supervision of the marketing and communications function including line management of the Marketing Manager
- Oversee external communication, ensuring messaging is strategic, tone and look is consistent and in line with brand guidelines
- Ensure that marketing and communications activities are monitored using appropriate analytics to deliver insight to the Senior Management Team and Board

General

- Ensure that The Human Edge policies and procedures are adhered to
- Carry out any other duties as required by The Human Edge and act in a manner that is in keeping with The Human Edge values. As a small and growing organisation, we expect the postholder to bring adaptability and flexibility to take on a range of tasks and responsibilities.
- Provide support, advice and encouragement to other managers and colleagues across the organisation helping them to achieve their objectives.

PERSON SPECIFICATIONS



Experience

- 10+ years of experience of fundraising/income generation, relationship building and inspiring/influencing funders within UK public sector, international development, prime contractors and leadership development contexts
- 10+ years of experience in managing mutually beneficial, multifaced, long-term relationships and partnerships
- Substantial proven experience in a leadership/ senior management role
- Significant line and team management experience, ideally in an income generation context
- Significant track record of leading the development of income generation and partnership strategies and tactical plans

Skills

- Outstanding relationship management with the ability to network and build relationships with people at all levels and to persuade, influence and negotiate
- Outstanding written and verbal communication skills, especially around composing compelling funding proposals as well as interpersonal, presentation, networking and network management skills
- Excellent people and team management skills
- Excellent written communication skills with the ability to produce creative and compelling proposals, presentations and reports.
- Excellent organisational, planning and project management skills
- Very good IT skills, including Microsoft Office and databases for sales (eg. HubSpot)
- Fluency in English; additional French and/ or Arabic language skills would be an advantage

Knowledge

- Understanding of good business and partnership development practice and the legal and ethical considerations in this area
- Knowledge and understanding of the application of leadership development, mentoring and coaching for entrepreneurs, managers and leaders
- Evidence of continuing professional development. (A professional qualification in fundraising/sales and partnership management would be advantageous, but will not outweigh experience)
- Knowledge of the UK's Data Protection Act & General Data Protection Regulation and its implications for data capture and management

Attitude / Behaviours

- Enthusiasm for and commitment to The Human Edge's mission and to your own self-driven personal and professional growth
- Determination, resilience and a proactive, can-do attitude which provides a positive example to others. Able to use creativity and initiative to find solutions to problems.
- A team player with strong interpersonal skills and the ability to develop excellent working relationships across teams and locations
- Willing to travel nationally and internationally to attend meetings and events to promote our work and source funding partnerships

Qualifications

- Relevant degree or comparable professional qualification, e.g. fundraising, sales, marketing, business, leadership development or related field

What we offer

- 38 days of annual leave (inclusive of public holidays)
- Contributory workplace pension scheme
- Private health insurance
- Contribution to expenses related to homeworking (in line with company policy)
- Agile remote working

HOW TO APPLY

[SUBMIT YOUR CV](#)



Please express your interest in this role by sending us:

1. A covering letter which outlines how your experience aligns with the person specification for this role. It should also confirm your availability to attend interviews on the specified dates, your available start date, how you heard about this role, and confirm your right to work in the UK
2. Your CV
3. A short portfolio or 'track record' in any form that inspires you

First round interviews will be held online on **Thursday 26** or **Friday 27 September**. If you progress through this stage, a second round in-person interview would be held on **Thursday 3 October 2024** in Bath.

Applications should be emailed to recruitment@humanedge.org.uk, indicating 'Head of Development and Partnerships' in the subject line, by **09:00 UK time, Monday 16 September 2024**. (Please note that applications will be reviewed on a rolling basis; interested candidates are encouraged to submit their applications before the deadline).

The Human Edge is an equal-opportunity employer and committed to creating a diverse, inclusive environment. We believe in the potential of everyone – whatever makes you, you. A diverse workforce can only make us better and all applications are considered without discrimination based on age, sex, gender identity or expression, sexual orientation, marital, civil or other relationship status, religion, race, belief, colour, ethnic origin, physical ability, neurodiversity or socio-economic status.

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