



WaterAid

# **Corporate Research or Partnerships Volunteer**

## **Role Description**



## Corporate Research or Corporate Partnerships Volunteer

### Team: Corporate Partnerships

<b>Place of work:</b>	WaterAid UK, 47-49 Durham Street, London SE11 5JD
<b>Pay band:</b>	n/a
<b>Salary:</b>	Unpaid Voluntary Role - Reasonable travel expenses from within London zones 1-6 and £7.00 towards lunch
<b>Positions available:</b>	1-2
<b>Contract type:</b>	n/a
<b>Reports to:</b>	Prospect Research Officer / Business Development Manager (depending on the Research/Partnerships role allocation)
<b>Manages:</b>	n/a
<b>Time required:</b>	3 days per week, but this can be flexible depending on your availability
<b>Duration:</b>	3 months (with possibility of extension)
<b>Start date:</b>	End of August or beginning of September
<b>Application closing date:</b>	Sunday 11 <sup>th</sup> August 2019 (11:59 PM)

### Team description

You will be part of the Corporate Partnerships Team, working to support WaterAid's Prospect Research Officer, Research & Insight Manager, and/or Business Development Manager in identifying and researching prospective partners. The information collected will be key in defining our strategic approach to prospecting corporate partnerships.

The Corporate Partnerships Team sits within the Strategic Partnerships Department and is responsible for developing and implementing WaterAid's corporate engagement strategy. This includes soliciting new and managing existing relationships designed to secure and grow income from the private sector to support our work all over the world. Corporate Partnerships are recognised as a key area of income growth within WaterAid. This role sits within the Business Development team, reporting directly to the Prospect Research Officer.

Your research and administrative support will be a vital contribution to our work, enabling our fundraisers to maximise their time and help WaterAid reach everyone, everywhere with safe water, sanitation and hygiene by 2030.



### Role purpose

The Corporate Research/Partnerships Volunteer role is ideal for someone with excellent research skills and a specific interest in the relationships between NGOs and the private sector. It is an excellent starting point for someone wishing to pursue a career in the charity sector, who is keen to gain research and administrative experience in an office environment.

The purpose of the role is to provide high-quality research outputs that will support the New Business team with developing high value, multi-year partnerships with the private sector. Working across various corporate engagement mechanisms, the role will support with research, growing a fruitful pipeline of prospects, processing incoming enquires, developing the portfolio of new business communications and coordinating with internal and external stakeholders. The role will also include administrative responsibilities including maintaining and updating our pipeline of prospects in WaterAid's online supporter database and some ad hoc administrative support for the Corporate Partnerships team as a whole.

The successful candidate will also learn about working in an office environment for an international charity. This role requires a certain level of autonomy. However, it will offer the successful candidate opportunities to work in the WaterAid office and interact on a regular basis with WaterAid employees across multiple departments. The role is a great opportunity to understand the strategy and projects NGOs develop to engage with corporate partners, trusts and foundations, and the factors influencing the success of these partnerships.

### Accountabilities

#### *Examples of Tasks*

- Company research – gathering company information (size, employees, offices, turnover, profit, senior management) and analysing it to generate an effective pipeline of prospects.
- Researching and summarising marketing and Corporate Social Responsibility information for brands and companies.
- Collect and present accurate information on key contacts within corporate prospects and existing partners, in accordance with the General Data Protection Regulations (GDPR), which came into effect on May 25<sup>th</sup>, 2018.
- Accurately presenting information according to the team's requirements.
- Supporting the team with administrative tasks including data entry.

## Volunteer Role Description

- The role may develop into other areas (philanthropy, trusts and foundations) depending on the length of time the volunteer can commit

### *Specific projects*

In addition to the tasks outlined above, the Business Development team currently has exciting and long-term research projects in the pipeline, which we would like the successful candidate to work on. These projects will allow the volunteer to take ownership of a specific part of the project. The volunteer will also contribute to WaterAid's continuous efforts to comply with GDPR by processing data securely for the Corporate Partnerships team.

## Person specification

### *Relevant Skills and Experience*

- Commitment to WaterAid's ethos and work
- Excellent research skills and attention to detail
- Ability to quickly find and analyse large amounts of content and extract and succinctly distil relevant information/data
- Efficient and effective at information gathering, using a range of sources.
- A methodical and rigorous approach with accurate and clear written communication style
- Ability to plan own time and work independently, as well as part of a team.
- Interest in business strategy and the factors influencing companies' CSR agenda
- Advanced IT skills, including Microsoft PowerPoint, Word and Excel
- Able to complete tasks to a high standard and with minimum supervision
- Enthusiastic individual with a flexible, 'can-do' attitude
- Commitment to confidentiality and an interest in learning about Data Protection and GDPR compliance

## Benefits

- Gain insight to and experience of working in a globally recognised international development charity (there are many lunchtime talks, online courses, trainings and events that the volunteer would be welcome to attend)
- Gain experience working in a busy office environment
- Flexible working environment
- Gain knowledge of corporate fundraising, private sector engagement and sustainability
- Gain knowledge of the prospecting pipeline and business development

## Volunteer Role Description

- Gain knowledge of working with different databases and CRM (donor management software)
- Reasonable travel expenses from within London zones 1-6 and £7.00 towards lunch

## Recruitment process

**To be considered**, please email your CV with a cover letter (no more than 1 side of A4) explaining why you think you're suitable for this role to [nathaliehussa@wateraid.org](mailto:nathaliehussa@wateraid.org)

Please include the following details in your cover letter:

- **When** you would be able to start
- **How long** you think you would be able to volunteer with us
- **How many days per week** you could dedicate to this volunteering role

**Application closing date:** 11:59 PM on Sunday 11<sup>th</sup> August 2019. Applications will be considered on a rolling basis until the application deadline, which means that we may conduct interviews before then, so please submit an application at your earliest convenience.