



WaterAid/Eduardo Rodriguez



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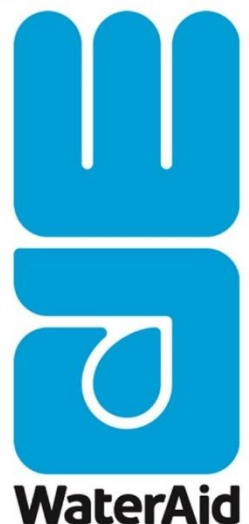
WaterAid/Sibtain Haider

# Corporate Research Volunteer

**Location: Home-based**

**Weekly hours: 14-21**

**Length: 3 Months**



WaterAid is an international not-for-profit, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.



**One vision.  
Three goals.**

## Who we are



Since we started in 1981, we've remained resolutely focused on tackling these three essentials that transform people's lives.

Without all three, people can't live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive. It sounds normal and it should be.

We're committed to changing normal forever—are you?

# About the role



## Team:

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

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.

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 into the Prospect Research Manager.

## Purpose of Role:

The Corporate Research 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.

The purpose of the role is to provide high-quality research outputs that will support the Business Development team with developing high value, multi-year partnerships with the private sector.

The role will also include the collection and analysis of information for specific corporate engagement projects and administrative support for the Corporate Partnerships team as a whole.

This role is home-based and requires a strong level of autonomy. 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.

## Key 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 as well as 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).
- Accurately presenting information according to the team's requirements.
- Supporting the team with administrative tasks including data entry.

## Required Skills:

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- 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
- Commitment to WaterAid's ethos and work.
- We're looking for an enthusiastic individual, with a flexible can-do attitude.
- A strong people person, able to develop relationships with a wide range of individuals.

WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, abuse, harassment, or exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers and anyone working on our behalf, is our top priority and we take our responsibilities extremely serious. All staff and volunteers are required to share in this commitment through our Global Code of Conduct. We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

WaterAid is an equal opportunities, disability-confident employer and committed to achieving the highest standards of diversity, fairness and equality. Should you have a disability and require any additional support, please let us know when you submit your application.