

We are committed to delivering an unparalleled celebration of the performing arts, which brings some of the most exciting and creative artists working today to audiences from around the world.

**Partnerships Officer**

The Edinburgh International Festival is looking for an experienced, creative and versatile **Partnerships Officer** to join the team.

Reporting to the Head of Partnerships, the Partnerships Officer will play an integral role in the Development Department, supporting the execution of an ambitious partnerships strategy with a diverse range of partners including corporates, trusts and foundations and international partners.

This is a multi-faceted role in a fast-paced environment which will require flexibility, creativity as well as excellent organisation, communication and administration skills. This role will involve managing external relationships and working with internal stakeholders to gain a deep understanding of the sector to support the development of new business and preparing partnership proposals.

**Edinburgh International Festival Equality and Diversity Commitment**

The Edinburgh International Festival is an equal opportunity employer, and we value diversity. We believe that an inclusive culture is the foundation for a successful workplace, and we strive to grow our diverse representation across our staff, our artists, and our audiences.

We are collecting data to measure the effectiveness of our recruitment methods, to ensure that they are fair. We strive to ensure our opportunities are accessible to people from all backgrounds.

We actively encourage applications from currently under-represented groups. We have identified ethnic minority backgrounds, and disabilities as the key areas we would like to focus our recruitment efforts in.

**Disability Confident Employer**

We’re committed to creating a workplace where everyone feels like they belong. We want to make our recruitment practices as inclusive and fair as possible, and as part of that, we have joined the Disability Confident scheme, this is a government scheme designed to help us make the most of the talents of those with disabilities and/or health conditions in the workplace. All applicants with a disability who meet the minimum requirements of the job as set out in the job description are guaranteed an interview.

**Rooney Rule**

We are building a Festival team that is able to understand the needs of and effectively communicate with the whole of our diverse community. We want our team to reflect the diversity of the wider population. This includes the representation of people from ethnic minority backgrounds and we apply the Rooney Rule to achieve this.

Adapted from American football, this is a form of positive action. We recognise that our workforce does not reflect our wider communities, in terms of people from ethnic minority backgrounds. Subject to consent from our equality and diversity form in Team Details, out of the candidates who meet the essential selection criteria for the role and who are from an ethnic minority background, at least one will be shortlisted for the next stage in the recruitment process, which is usually an interview.

**Job Title Partnerships Officer**

**Manager** Head of Partnerships

**Department**  Development

**Works with** Partnerships Manager, Development Department, Executive Office

**Job Purpose** To work across departments to provide support for major strands of work including international funding applications, partnership proposals and reporting

To manage a portfolio of mid-level partners (£20k and under) including international and in-kind partners, that allow the Festival to deliver its aims

To provide support to the Partnership team to deliver an impactful comms and events strategy

**Responsibilities**

Partnerships

* Personally manage a portfolio of Partners (under £20k) including in-kind support, international partner grants and corporate/institutional sponsorships focusing on excellent stewardship, accurate partnership delivery and reporting, and cultivation for continued support of the Festival
* Prepare proposals, application forms and reports for partners of all levels, including initial drafts for partners and prospects managed by the Head of Partnerships and Partnerships Manager
* Coordinate the contracting of new partners, ensuring accuracy across all internal stakeholders and alignment with agreed partnership objectives/deliverables
* Lead on liaising with international partners and international prospects to cultivate new support, identify funding opportunities and coordinate proposals/applications in line with funder deadlines
* Lead on the fulfilment of in-kind partnerships deliverables and obligations, in coordination with the Events team
* Support the Partnerships Manager and Head of Partnerships as needed to secure, retain and activate their fundraising portfolios
* Coordinate with the Executive Office on stakeholder management and engagement, with a particular focus on international contacts and public funders

Events & Communications

* Manage the logistics of partnerships events and support the Partnerships Manager, Executive Office and Events team with delivery
* Draft, design and deliver regular Partnerships external communications, including a regular e-newsletter
* Draft speech notes for use in external events
* Create and maintain deck templates about the Festival, partnerships and Festival initiatives, working closely with the Project Coordinator and other colleagues to ensure accurate and up-to-date information

General Responsibilities

* Maintain up-to-date awareness of corporate, international and trust/foundation sector news, specifically understanding areas of growth and opportunities in the business sector and disseminating this information across the Partnerships team
* Serve as the Development team’s primary source of Festival artistic programming, attending regular meetings, sharing programming updates, and identifying opportunities for partnerships
* In conjunction with the Philanthropy team, liaise with the Discovery & Participation team to leverage opportunities for donors and partners to engage throughout the year and understand our community impact
* Work closely with the evaluation team to ensure reporting and evaluation needs are understood, carried out regularly, and delivered to partners and funders in line with requirements and expectations

**Person specification**

**Essential**

* Proven track record of working in fundraising or partnerships
* Experience managing partnerships with a broad range of stakeholders
* Strong interpersonal skills and the ability to build relationships quickly
* Ability to prioritise and meet deadlines whilst working in a high-profile, busy and dynamic environment
* Excellent communication skills including writing compelling pitches
* Ability to work creatively and flexibly, both independently and as part of a team
* Reliability, punctuality and enthusiasm

**Desirable**

* An understanding of the Edinburgh International Festival and its role in the city’s cultural landscape
* An enthusiasm for the performing arts
* Knowledge of the UK cultural sector, its practices and supporters

**Terms and Conditions**

**Working days/hours** 35 hours per week, by agreement within standard office hours of 9.30 to 17.30, Monday to Friday. At peak times, and particularly immediately before and during the International Festival, it will be necessary to work outside standard hours and at weekends.

**Working arrangements** We are located in Edinburgh, where all roles are based. To support flexibility we have a Smarter working policy, and are open to discussions as we move through the recruitment process, please do not hesitate to ask any questions.

**Contract type Permanent**

**Salary range £25,000 - £29,000**

**Holiday entitlement** 25 days per annum (with 3 days requiring to be taken between Christmas and New Year) plus 10 days public holiday, 5 days are fixed and 5 floating days.

**Pension Scheme** The International Festival will comply with the employer pension duties in accordance with Part 1 of the Pension Act 2008, as amended or replaced from time to time.

As a result of the current immigration rules, these roles are not eligible under the Skilled Worker Route. Job applicants will be expected to provide evidence of right to work in the United Kingdom or be able to obtain such.