



**Do you want to help millions of women in some of the world’s poorest countries succeed as entrepreneurs and work their own way out of poverty?**

We are seeking a dynamic and driven Team Assistant to join our Philanthropy and Corporate Partnerships Team in our London office. This role offers a unique opportunity to be part of a forward-thinking team committed to lifting women out of poverty through entrepreneurship.

Our team focuses on amplifying our income and reach by nurturing existing corporate partnerships, engaging with High-Net-Worth Individuals (HNWIs), and cultivating relationships with Trusts and Foundations. You’ll thrive in our vibrant and collaborative workspace, where innovation and teamwork are celebrated. The ideal candidate is an enthusiastic and creative thinker, meticulous in detail, and eager to dive into the realm of major giving fundraising.

**If you’re passionate about major giving fundraising and eager to learn from an award-winning team while making a meaningful impact, then this role is your next career move. We encourage applications from individuals of all backgrounds, whether you’re a recent graduate or considering a career transition. Join us and be part of something transformative!**

**Philanthropy and Corporate Partnerships Team Assistant**

- Reports to:** Head of Philanthropy and Corporate Partnerships
- Location:** Hybrid. We work in our central office in Baker Street, Marylebone (London) Tuesday to Thursday, with Mondays and Fridays working from home.
- Contract:** **Full time**  
Flexible working options considered (including school hours and compressed hours)



**Languages required:** English

**Starting date:** ASAP

**Salary:** £26,000- £29,000 FTE depending on candidate experience

*We treat all applications equally, however we actively encourage applications from people from black, Asian and minority ethnic backgrounds, people who identify as LGBT+, who have a disability, as well as those from a working-class background, as these groups are currently under-represented in the charity sector. Our aim is to become a truly inclusive organisation, with a workforce as diverse as the communities we serve.*

## Background

At Hand in Hand, we help women beat the odds and succeed as entrepreneurs. The money they earn and the confidence they gain changes everything. Whole families and communities rise with them.

Since 2003, from Afghanistan to Zimbabwe, we've helped more than 5 million women launch small businesses that can stand the test of time. Some are smallholder farmers learning to stand up to climate change. Some are refugees starting a new life after running from conflict. Others are young women and girls with few opportunities, starting to dream – and plan – for the future.

Our members' achievements (so far) include:

- **5.2 million** new and improved enterprises
- **9.3 million** new and improved jobs created.
- **5 million members** mobilised.
- **22 million indirect beneficiaries** (families) impacted.
- **217%+** average increase in monthly income
- **84%** of women with more freedom and influence at home

Hand in Hand International is based in Baker Street, central London, with a flexible working policy that includes work-from-home Mondays and Fridays. Our team works with partners throughout the global Hand in Hand network, specialising in fundraising, strategic and programmes advice, and donor relations.

## Why work at Hand in Hand?

**Work-life balance:** We offer home working as standard on Mondays and Fridays. Flexible working requests (including compressed hours) will be considered for all roles.

**Positive, inclusive culture:** Being an employer of choice is one of Hand in Hand's six strategic goals. We aim to have an 80% recommender score (measured via our yearly staff survey). We believe diversity drives innovation and excellence and aim to recruit 33% of all new roles from groups that are traditionally underrepresented in the charity sector.

**Sector-best parental leave:** We offer employees parental leave at 20 weeks' full pay or equivalent to new mothers or primary caregivers and 13

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weeks' full pay or equivalent to new fathers or secondary caregivers (this also applies for adoption and surrogacy). We also offer five days paid dependents' leave per year.

**International travel:** in this role you will have the opportunity to travel to Kenya and Tanzania and meet the entrepreneurs we support.

**Employer pension contributions of 6.5%**

**Working from home stipend:** We provide a monthly contribution towards working from home.

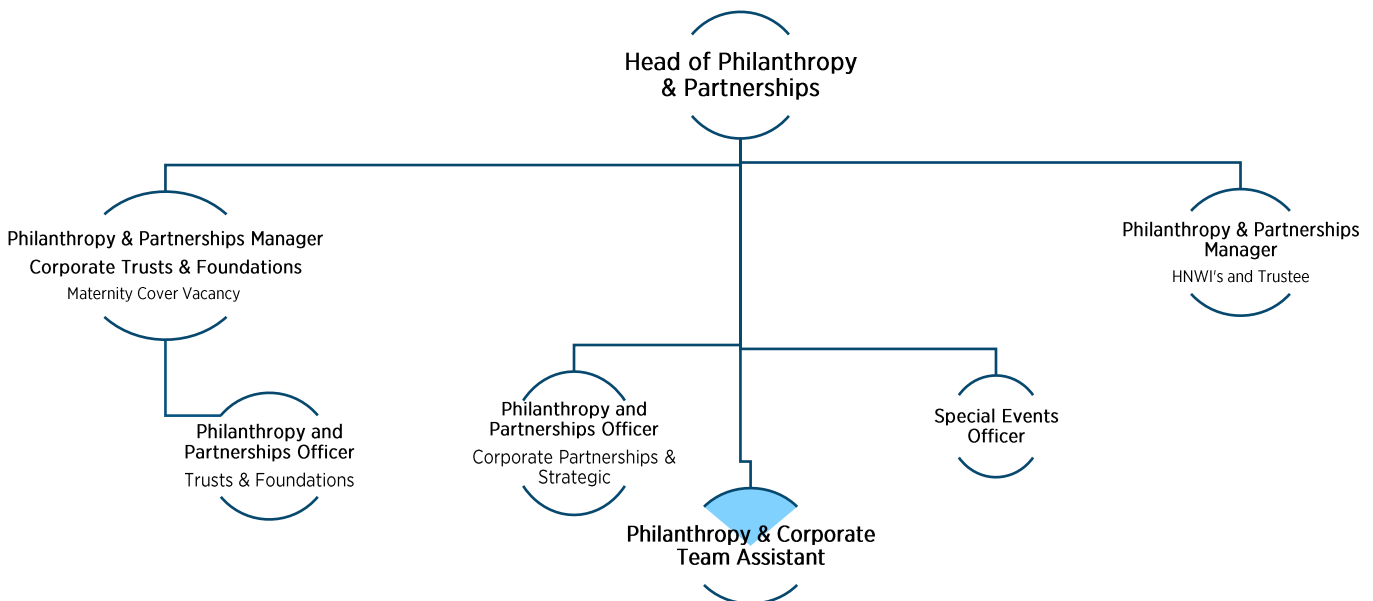
**Professional development:** As part of a growing team, you will have opportunities to progress and develop in your role and access external training if required.

**Cycle to Work scheme:** Receive a bicycle worth up to £1,000 tax-free, repaid over 12 months by means of salary sacrifice.

### Our culture

We believe collaboration is the key to creating change, and, as part of a global organisation, work with colleagues in Kenya, Tanzania, Afghanistan, Sweden, Germany and the US to create and deliver world class programmes. Our open organisational structure encourages cross-team working – from programmes and fundraising to communications and events.

### Our team



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## Roles and responsibilities

Reporting directly to Head of Philanthropy and Corporate Partnerships the primary objective of the role is to contribute to the overall smooth operation of the department by providing administrative support, including diary management, meeting preparations, and team administration.

- Research and prospect for potential corporate partnerships, High Net Worth Individuals (HNWIs), Trusts, and Foundations.
- Manage and update Salesforce, identifying lapsed donors and maintaining donor relations.
- Identify networking opportunities to enhance partnerships and fundraising.
- Assist in managing income, tracking upcoming applications, and processing internal invoices.
- Support the writing of reports, proposals, and village proposals.
- Conduct due diligence and initial profiling for prospective partners and proposals.
- Assist with the development and stewardship of the Corporate Friends club to support lower-level donors and increase team capacity.
- Organize and coordinate mailings, newsletters, and appeals for corporate partners.
- Maintain accurate and up-to-date records of all corporate contacts while adhering to data protection guidelines.
- Collaborate effectively with the Supporter Care team to ensure timely and accurate donation processing and acknowledgment.
- Assist with organizing events related to the Partnerships fundraising team.

## Skills and knowledge

- Enthusiastic and passionate about Hand in Hand's mission.
- Independent, curious thinker with problem-solving skills.
- Proficient in MS Office, Salesforce, and other relevant software tools.
- Strong attention to detail and organizational skills.
- Excellent communication and relationship-building skills.
- Experience of dealing with a variety of people, on the telephone and in person; providing good customer service.
- Ability to work collaboratively in a fast-paced environment.
- Openness to travel and witness firsthand the impact of Hand in Hand's work.
- Good cross-cultural awareness and sensitivity

### Desirable:

- An understanding of the charity sector, women's rights, climate or international development

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## How to apply and enquiries

We are delighted to be working with Pollen Recruitment for this role. Please use the following links to submit your CV and for any general enquiries:

We are delighted to be working with Sophie and Holly at Pollen Recruitment for this role.

Please use the following links to submit your CV and for any general enquiries:

Holly at Pollen Recruitment - [holly@pollencareers.co.uk](mailto:holly@pollencareers.co.uk)

We plan to interview on a rolling basis, so apply as soon as you can, and we reserve the right to close the application period earlier.

First round of interviews will take place 25<sup>th</sup> April 2024.

**Please let your preferred recruiter know if you require any adjustments at interview stage.**

Unfortunately, we can only accept your application if you have full rights to work in the UK for at least three years from the date of your application.

The [monitoring form](#) will not be part of the application form but we'd love it if you could fill it in, as it will really help us in our efforts to become a more diverse team.

Successful applicants will be subject to references and an up-to-date DBS check.