



**WORKING
WITH US
APPLICATION
PACK**

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Welcome from Martin Coles, CEO



Thank you for your interest in working with us. This is a special and unique charity with a distinctive vision, talented staff and a huge number of passionate volunteers. Our beneficiaries (i.e. our cadets and seafarers) are at the heart of what we do and we are proud that we help so many young people and seafarers to seize a better future.

This is an exciting time for MSSC. We have a clear vision and strategy driving us forward. We're ambitious in our plans to maximise our impact and we will continue to evolve as a charity to make sure we achieve our goals.

Our values play a key part in determining our ways of working. We want employees who are passionate about what we do, who understand why we're here and recognise the significant impact we can have on our cadets and seafarers lives. We want employees who are driven to succeed and who want to work in line with our values to change lives.

I hope after reading through this application you'll see what an incredible charity MSSC is and you will be inspired to apply.

We look forward to receiving your application pack and hopefully welcoming you into our charity in the future.

Kind regards
Martin Coles, CEO

What we do and our impact

We are a charity that helps launch young people for life today whatever they want to do after school and helps seafarers to keep learning all their lives.

Our vision is to be the leading maritime charity for youth development and lifelong learning.

Specifically for Sea Cadets the charity works across the country to give youngsters some balance in their life. With 160 years experience, we're helping teenagers from all backgrounds, every week via a network of 9,000 volunteers through 400 units, some in the hardest hit regions of Britain, to launch well for life. Our close links with the Royal Navy, their traditions and ethos inform much of the nautical activity.

The charity helps them cope better, enjoy what life brings and encourage new ways of thinking and acting. Through a range of different adventures on land and on the water the charity offers a chance to learn from one another, build skills, resilience and self-belief through adventure, discipline and developing a sense of family and purpose often lacking in their home lives.

The Marine Society has a long history of supporting the maritime sector and is one of the country's oldest charities – established in 1756. It supports all seafarers through distance learning programmes, making study available via distance learning which can enhance their careers and personal development. It offers a range of

scholarships to support that self-improvement. The charity also provides libraries to ships and installations, supporting crew well being and professional development through a variety of titles.



Our values

We are driven by what we do and the impact we have. We are proud of our work, approaching it with positivity, energy and enthusiasm as we lay the foundations for more inspiring futures.

Our shared values and ways of working are summarised below and will guide us as we work together to achieve our goals for those we support.

RESPECT

We are professional, courteous and considerate.

LOYALTY

We put the charity first and all work together to achieve our shared goals for seafarers and cadets.

SELF-DISCIPLINE

We are planned and structured in our work and we take responsibility.

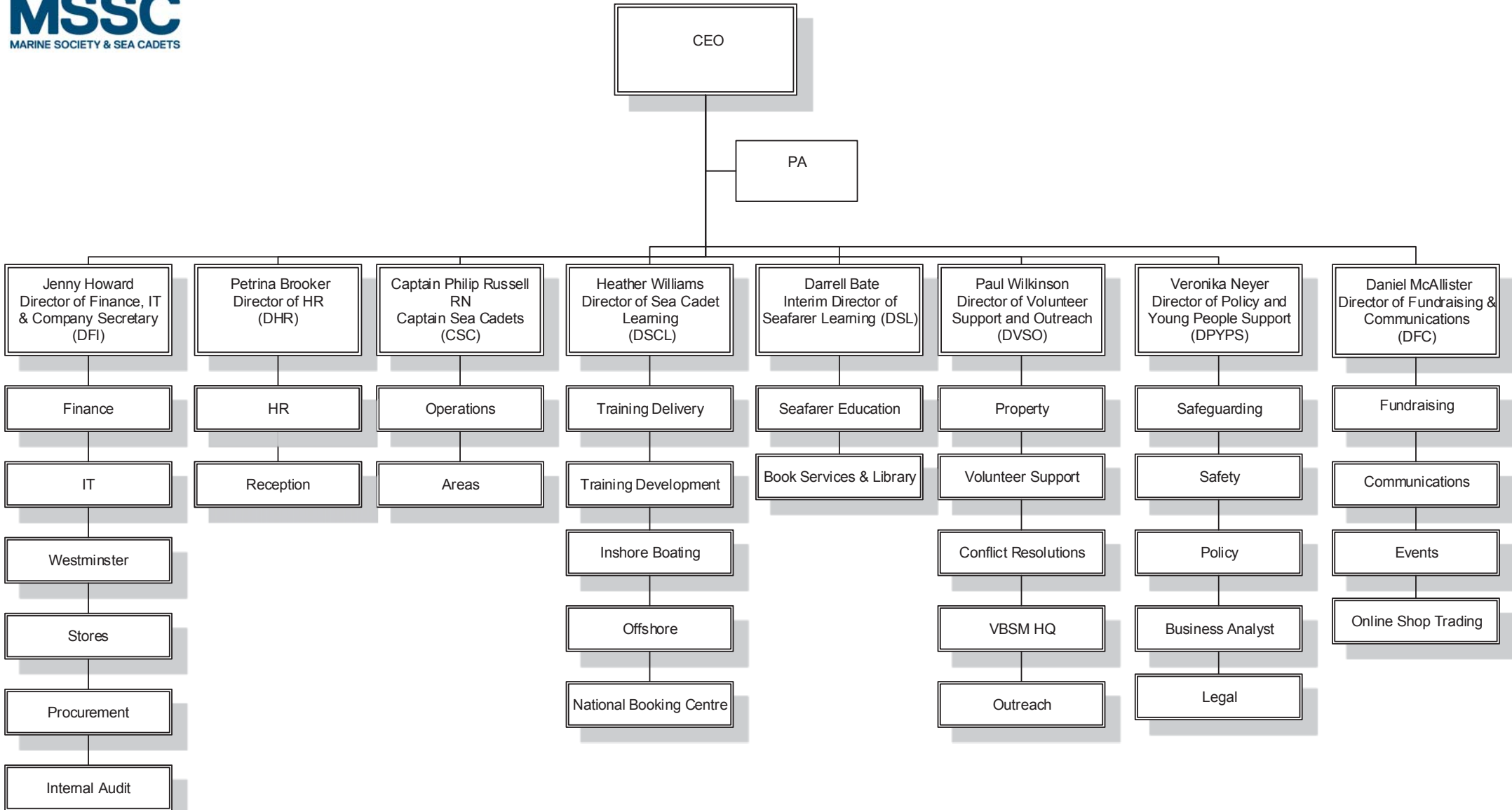
COMMITMENT

We are positive and go the extra mile to deliver our objectives.

HONESTY & INTEGRITY

We are open and honest, and we treat each other fairly.





Job description

Job Title:	Corporate Fundraiser
Line Manager:	Director of Fundraising & Communications
Location:	MSSC HQ London, SE1 7JW
Contract:	Permanent, Fulltime
Salary:	£36,000.00

CONTEXT

The Marine Society & Sea Cadets (MSSC) is a vibrant and growing charity delivering life changing nautical adventure for young people through the Sea Cadets to give them the best possible head start in life. We also provide personal and professional development opportunities for seafarers with the Marine Society. Working with our staff, cadets and volunteers, we have built a vision and five-year strategy to take us forward and further improve the astounding contribution already made through our work to the lives of thousands of young people and seafarers, while fully supporting our volunteers who are vital to our success.

OUR VISION

To be the leading maritime charity for youth development and lifelong learning.

FOR THE MARINE SOCIETY IN PARTICULAR

To give the best possible lifelong learning opportunities to seafarers tailored to their individual needs.

FOR SEA CADETS IN PARTICULAR

To give young people the best possible head start in life through nautical adventure and fun.

OUR VALUES

Respect, Loyalty, Self-Discipline, Commitment, Honesty & Integrity

ROLE DETAIL

The Corporate Fundraiser (CF) is an employee of the Marine Society and Sea Cadets (MSSC) and a member of the Director of Fundraising & Communication's (DFC) Department based at MSSC HQ. The CF reports directly to the DFC.

Due to the nature of the work, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the post holder will be required to undergo a Disclosure and Barring Service Check.

Regular evening and week-end working is the norm and the role will require travel to other MSSC, Sea Cadet Corps (SCC) and other organisation's facilities.

Job description

KEY RESPONSIBILITIES

The following is a list of the key responsibilities of the Corporate Fundraiser but it is not exhaustive.

- a. Achieve financial targets set in yearly budget
- b. Devise and implement corporate partnerships strategy in line with the principles of the MSSC fundraising strategy.
- c. Lead on the generation of creative and impactful collateral to ensure MSSC applications, proposals and pitches are successful and align with the MSSC's strategic objectives and messaging.
- d. To generate income opportunities for the MSSC, including:
 - Developing annual sponsorship packages with key financial targets
 - Working with events, marketing, digital media, membership and major donor teams to identify other opportunities for income growth
 - Writing formal proposals as and when appropriate and include financial modelling
- e. Assisting in the creation of marketing collateral in respect of attraction and retention of partners and sponsors using all existing marketing channels.
- f. Managing key partnerships and developing new relationships.
- g. Identify and secure new corporate income by developing relationships and devising mutually beneficial partnerships.
- h. Develop and present creative and engaging new business proposals and pitches for corporate prospect.

OTHER DUTIES

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that level.

As part of the initial induction in order to get to know the Sea Cadets, the post holder will be encouraged to assist as a volunteer with evening activities within a local unit (details to be agreed) for a period of one month within the first year of employment.

All employees are expected to take responsibility and comply with the MSSC's policies, procedures and training requirements, particularly in relation to safeguarding, health and safety, data protection and quality, diversity and inclusion. All employees must be familiar with and comply with all aspects MSSC policies.

OUR COMMITMENT

We recognise our responsibilities to safeguard and protect the young people and vulnerable adults with whom we work. We do all we can to promote their health, safety and wellbeing, and we ask our staff to share this commitment and work in line with our values and ethos of inclusivity. We adhere to safer recruitment practices and therefore employment is subject to detailed pre-employment checks for successful candidates, including references and DBS checks and attendance at relevant safeguarding training.

Person specification

Corporate Fundraiser

Essential	Desirable
Experience/work-based knowledge and qualifications	
Knowledge and understanding of corporate partnerships, corporate social responsibility or the commercial sector	
Knowledge of the Charities Act 2016 and Code of Fundraising Practice and recognised standard.	
Fully able to effectively use IT including Microsoft Office and Customer Relationship Database	
Good level of education with relevant qualifications in Marketing/Sponsorship.	
Core Competencies	
Excellent planning and organizational skills	
Works collaboratively and influences across management structures	
Able to confidently pitch to a variety of audiences clearly	
Exceptional communication and relationship building skills	
Strong attention to detail	
Ability to negotiate and influence	

Personal Characteristics
Customer focussed
Proactive and results orientated
Dynamic and enthusiastic
Tactful, approachable, discreet and diplomatic
Flexible & reliable, and adaptable to change
Discretion and an ability to keep sensitive information confidential

Employment details

Location:	MSSC, 202 Lambeth Road, London SE1 7JW
Salary:	£36,000.00
Contract:	Fulltime, Permanent
Hours of Work:	Core working hours will be 35 hours per week between 9:00am and 5:00pm Monday to Friday with one hour for lunch, unpaid. Any other such occasional hours as the role demands.
Probationary period:	Three months
Notice:	One month
Notice During Probationary Period:	Two weeks
Annual Leave:	25 working days pro rata of paid holiday per annum, plus public and bank holidays observed in England and Wales, increasing to 29 days after two years' service.
Training:	We value our employees and are committed to providing relevant training opportunities where possible.
Flexible Working	We also offer flexible working and time off in lieu if you are required to work an evening or weekend.

Benefits

MSSC values our employees and offers a range of benefits.

PENSION SCHEME

All eligible employees are able to join our generous salary sacrifice pension scheme with Aviva. This plan allows employees to contribute a minimum of 3% of their salary. If employees contribute at this rate, MSSC will contribute 5%. However, if employees increase their contribution to 5%, MSSC will contribute 10%.

LIFE INSURANCE

All employees enrolled in the Pension Scheme will automatically be enrolled in MSSC's Life Insurance scheme, which pays out a lump sum of four times employee's salary if required.

PRIVATE MEDICAL INSURANCE

All employees outside of their probationary period are eligible to join MSSC's Health Insurance scheme with AXA PPP (formerly Simplyhealth). Employees can also add members of your family (spouse, partner, children) to the scheme at a competitive rate.

EMPLOYEE ASSISTANCE PROGRAMME

MSSC provides a programme offered by Health Assured to help support employee's personal wellbeing. This offers a free confidential telephone counselling service, which is available 24 hours per day, 365 days a year. MSSC also has a wellbeing portal to support employees.

SEASON TICKET LOANS

All permanent employees outside of probation or those on a contract of at least one year can apply for an interest free loan for an annual season ticket. This is deducted from the employee's monthly payroll spread across the year.

EYE CARE

For employees who regularly use a computer monitor or any other form of Display Screen Equipment, MSSC contributions towards eye tests and glasses.

SUZUKI AFFINITY SCHEME

Thanks to MSSC's partnership with Suzuki, employees and their direct families have the opportunity to purchase a Suzuki car at preferential prices.

MOBILE AND CONTRACT DISCOUNTS

MSSC has partnered with EE to provide employees with great discounts on Pay Monthly, Pay As You Go and Mobile Broadband with EE



How to apply

Thank you for taking an interest in working for us.

If you would like to apply, please send us the below documents.

1. Mandatory – CV, and a Supporting Statement of no more than 2 sides. This should include your motivation for applying, why you believe you are a strong candidate for the post; your current/last salary; your notice period (if applicable); any of the recruitment dates you are unable to make.
2. Optional - a completed equal opportunities form available on our website.

We will sadly be unable to consider your application if you do not send in a CV and a supporting statement.

Please email your application to recruitment@ms-sc.org. Alternatively, please print out and post your completed application to **HR, The Marine Society and Sea Cadets, 202 Lambeth Road, London SE1 7JW.**

If you have any queries about the role or the application process please call us on 020 7654 7009 or 020 7654 7052.