

Job Description

Job Title:	Senior Corporate Engagement Manager (Maternity Cover)
Department:	Development
Reports to:	Director of Development
Reporting Staff:	N/A

Main Purpose:

Working closely with the Director of Development, the Senior Corporate Engagement Manager will lead on engagement with companies as sponsors, partners, supporters, and advocates for the Bletchley Park Trust.

The Senior Corporate Engagement Manager will be the first point of contact for companies looking to engage with Bletchley Park. In addition, the postholder will work closely with the Director of Development to proactively identify and cultivate companies who may have a propensity to support.

The Senior Corporate Engagement Manager will work with companies to understand their objectives and present opportunities around sponsorship, branding, hospitality, staff/client engagement and CSR/ESG. The postholder will build strong, long-term relationships with companies and their key internal stakeholders whilst maximising income for the Bletchley Park Trust.

Person Specification:

The position requires the following skills, abilities and personal attributes:

1. Excellent presentation, interpersonal, and negotiating skills with the ability to represent the organisation professionally and confidently.
2. Entrepreneurial, with an ability to think strategically to maximise income.
3. Excellent planning, administration, and project management skills.
4. Able to remain calm under pressure, prioritise, and work to tight deadlines.
5. Organised and accurate, with a keen attention to detail.
6. A strong team player with an ability to inspire and encourage others.
7. Diplomatic, with personal integrity, resilience, and an ability to exercise complete discretion.

The following experience or knowledge is essential:

1. Proven experience of relationship management and/or partnership development within a charitable or corporate environment.
2. Knowledge of the corporate landscape, particularly in relation to sponsorship, CSR/ESG, and corporate hospitality.
3. Experience of planning, developing, and delivering events and other benefits for companies.

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The following experience and interests are desirable, but not essential as full training will be given:

1. Experience of working in a cultural organisation and/or visitor attraction.
2. Experience of writing briefs and proposals, and of developing and implementing contracts and agreements.
3. Experience of using Raisers Edge or a similar CRM/database.
4. Knowledge of, and interest in, Bletchley Park.

Key Responsibilities:

Prospecting and Relationship Management

- To be the first point of contact for enquiries from companies to Bletchley Park and the key driver of proactive engagement with companies both local and national.
- To work closely with the Director of Development and with reference to the Trust's Due Diligence policy to ensure that prospects are qualified prior to cultivation.
- To conduct site visits and convene meetings between corporate stakeholders and relevant colleagues within Bletchley Park as appropriate.
- To work closely with key corporate stakeholders to understand their needs and promote opportunities that advance their business objectives whilst maximising income for the Trust.
- To build strong relationships with key corporate stakeholders in order to deepen engagement, maximise income, and encourage them to act as advocates internally and with corporate peers.
- To utilise relationship management functionality within Raisers Edge to ensure regular, tailored communications to companies within the Trust's network.

Benefit Delivery

- To work closely and proactively with colleagues across Bletchley Park to ensure the effective delivery of corporate opportunities and benefits, including events, branding, and ticketing.
- To monitor the delivery of opportunities and benefits, gathering data and feedback to inform internal decision making and planning.
- To report regularly to longer-term partners and sponsors on the uptake of benefits, identifying opportunities to deepen engagement, promote, and upsell.

Development of Opportunities

- To work with the Directors of Development and Public Engagement and other colleagues across the organisation to develop opportunities for companies wishing to engage with Bletchley Park.
- To work with the Directors of Development and Public Engagement and other colleagues to ensure a strong return on investment and minimal impact upon historic spaces, visitor experience, or team capacity.
- To work with colleagues in the Communications Team to develop supporting collateral for corporate engagement and to promote opportunities via the website and other appropriate channels.

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- To benchmark Bletchley Park's corporate engagement opportunities against similar cultural organisations.
- To keep abreast of opportunities and trends within the wider sponsorship, CSR, and corporate engagement landscape.

Administration

- To ensure that corporate contacts, correspondence, meeting notes, and tasks are recorded on the database (Raisers Edge) and SharePoint as required.
- To introduce systems and processes to support the monitoring and analysis of corporate engagement over time.
- To record, monitor, and report on income and expenditure against relevant budget lines.

General

- To support on the delivery of other Development, VIP, and Private events as required.
- To work in accordance with the Fundraising Code of Practice and other relevant legislation, and to maintain high standards of supporter care and confidentiality.
- To adhere to current Health and Safety legislation and best practice in accordance with the Trust's Health and Safety policies.
- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity.
- To carry out any other reasonable duties and responsibilities as requested by the Director of Development.

Conditions: Based on site at Bletchley Park (MK3 6EB)
Temporary position for up to 12 months to cover maternity leave
Full time position, working 37.5 hours per week
The ability to flex working hours to accommodate some ad hoc evening / weekend working to support is required.

Benefits: Salary £38,000 to £40,000 per annum, depending on experience
Company Pension scheme
Healthcare cash plan
Holiday 33 days per annum, including statutory holidays

Other: Bletchley Park Trust is committed to, and values the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We acknowledge and value the benefits of a diverse workforce and welcome applications from people of all backgrounds and are committed to ensuring that our recruitment process is transparent, fair and as inclusive as possible for all applicants.

No smoking is permitted in any offices or buildings.

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