



Post: Corporate Partnerships Team Coordinator/ PA to the Head of Corporate Development
Reference: TG2485
Band: 4L
Department: Development
Contract: Permanent
Hours: Full-time
Reporting to: Head of Corporate Development with a dotted line to the Head of Corporate Partnerships
Location: Millbank, London

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day.

Tate's Development department, founded in 1990, is counted among the most successful fundraising teams in the UK, not only within the arts sector but across the not-for-profit spectrum. The department has expanded over the years to meet growing gallery needs and is responsible for implementing strategies to raise significant levels of support for a variety of revenue and capital projects from corporate partnerships, events and memberships, trusts and foundations, the public sector and individual donors.

The Corporate Partnerships team is responsible for the acquisition and management of creative and multi-strand corporate partnerships across both Tate Modern and Tate Britain, with high financial value. The team works closely with other departments across all areas of Tate to ensure innovative, cutting edge and competitive opportunities are created and delivered for corporate clients. This support includes but is not limited to: exhibition and project sponsorships, marketing-led sponsorships, strategic multi-year partnerships and support of Tate's learning programme.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

To act as the first point of contact for the Corporate Partnerships team, providing flexible and responsive coordination of a wide range of projects. Responsible for the financial management of

the team budget, you will process all elements of financial activity for the Corporate Partnerships team and ensure exceptional service delivery of multiple Account benefits.

You will also provide extensive diary management and administrative support to both the Head of Corporate Development and the Head of Corporate Partnerships.

Main Activities/Responsibilities

Financial Administration

- Manage the Corporate Partnerships expenditure budget by collating and processing financial activity for the Corporate Partnerships team, including:
 - All elements of income processing including Financial Allocations, Pledge Forms and raising partnership invoices.
 - All elements of expenditure processing including coding and verifying supplier invoices, procurement card transactions and updating the Financial Records expenditure spreadsheets.
- Ensure Recharge expenditure is monitored closely by raising invoices swiftly to net off disbursements and applying the correct codes.
- Review the monthly Management Reports against the Financial Records spreadsheet and flagging any unusual transactions to the Head of Corporate Partnerships.
- Complete the Quarterly Reforecast, Year End submission and accrual process for Corporate Partnerships, working closely with the Head of Corporate Partnerships to agree the final submission within a tight deadline.

Benefit Delivery

- Work with the Corporate Partnerships Account Officers to administer account benefits for approx. 20 Corporate Partnerships, including catalogue mail outs, ordering and mailing exhibition tickets and posters, and arranging Corporate Supporter cards.
- Act as the key point of contact for Corporate Partnerships across Development including liaising with the Operations team to field enquiries and collate sign off and feedback within specified deadlines.
- Work closely with the Advocacy and Events Team to ensure procedures for all events nominations operate effectively and data relating to attendance at events of corporate partner prospects is captured.

Reporting

- Collate and issue Corporate Partnerships Team updates including the Development fortnightly account update and HR update, as well as the cross departmental update spreadsheets and cover email.
- Update the Rolling Key Moments spreadsheet, capturing key partnership moments and entering deadlines for briefing notes, before circulating this on a weekly basis to the Corporate Partnerships Team and Head of Corporate Development.
- Draft correspondence and standard letters and produce reports, minutes and proposals.
- Design and collate a personalised Seasonal Update for partners in an e-newsletter format.
- Routinely pull Progress Reports from Raisers Edge for distribution to wider Development.

Team Support

- Act as a point of contact for colleagues across Tate, corporate partners and prospects for the Head of Corporate Development, Head of Corporate Partnerships and the Corporate Partnerships team.
- Support the Corporate Partnerships Account Managers to upload recruitment campaigns onto the internal system and coordinate recruitment timelines, including scheduling interviews and booking meeting rooms.
- Oversee the necessary arrangements for the induction of new staff by supporting on coordinating their induction schedule and requesting account set up.
- Coordinate the departmental annual performance reviews, ensuring timely return of paperwork from all line managers.
- Liaise with Tate Directors offices to arrange meetings for the Corporate Partnerships team.
- Maintain and enhance office systems to ensure they operate effectively and are kept up to date.

PA, Diary and meetings management

- Provide PA support to the Head of Corporate Development including collating submissions for their weekly review slot.
- Provide administrative support for the Head of Corporate Partnerships and the Corporate Partnerships Team.
- Manage the diary of the Head of Corporate Development and Head of Corporate Partnerships.
- Prepare and arrange both internal and external meetings, ensuring any appropriate papers are collated in advance and travel arranged on behalf of the Head of Corporate Partnerships and Head of Corporate Development.
- Organise international business trips including booking flights and hotels and producing itineraries.
- Liaise with Tate Directors' office to arrange meetings for the Corporate Partnerships team.

Person Specification

Essential

- Ability to manage financial data and exceptional accuracy in recording, processing and chasing financial records and data.
- Experience of working with departmental budgets, managing invoice payments and expenses.
- Strong organisational skills with proven ability to plan and prioritise a varied workload and work positively under pressure to meet deadlines, operating under own initiative and collaboratively with a team.
- Accuracy and excellent attention to detail.
- Proven experience working successfully within a busy office environment including complex diary management.
- Good interpersonal skills, able to work effectively and diplomatically with a range of people at all levels both internally and externally.

- Fast and accurate word-processing skills and the ability to use effectively Word, Excel, Outlook, databases and internet applications.
- Ability to set up and maintain efficient and effective administrative systems and procedures (paper-based and electronic).
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- An interest and commitment to the work of Tate

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

This post is graded on Band 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £26,959 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **Partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also

match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

Diversity and Inclusion

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

How to apply

Our opportunities are open for you to apply online. Please visit: www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account. For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **Wednesday, 30 October 2019 by 17.00**. Interviews will be held on **Monday 11** and **Thursday 14 November 2019**.

Our jobs are like our galleries, open to all.

