

Welcome to Pilotlight

Corporate Partnerships & Events Manager
Application Pack

January 2025

pilotlight



**We exist to amplify the impact
that charities, business and
individuals can bring to the world.**



Thank you for your interest in working for Pilotlight

What a good choice!

We are a dynamic charity on a mission to facilitate and promote the sharing of professional skills to help charities help people most effectively.

We believe in a world that is fairer and more sustainable because charities, wider social enterprises and inclusive businesses have the skills that they need to tackle disadvantage.

Since 1996, we've helped over 1,000 charities ignite change that lasts, and we have ambitious plans for the future.



We'd love you to join our team.

Ed Mayo, CEO

Our story

"I wanted to bring new people to the table."
is how Jane Tewson CBE, a celebrated social entrepreneur, describes her decision to set up Pilotlight in 1996.

It was, in many ways, a similar spirit to her earlier achievement of co-founding Comic Relief from a refugee camp in Sudan to bring new money into the charity sector.

And a decade later, she co-founded Pilotlight to bring new skills into the sector.

The purpose of the organisation was sealed in the name. As Jane says, *"Pilotlight means igniting other flames; being a catalyst, bringing things together and letting them go."*

Nearly 30 years later we're still amplifying the impact that charities, businesses and individuals can bring to the world.

Our mission:

'To facilitate and promote the sharing of professional skills to help charities help people most effectively'

Our core values:

- We bring people together
- We believe in potential
- We expect the best

Pilotlight is an innovative, commercially focused social enterprise and as a Registered Charity, it operates within a robust governance and regulatory framework.

Pilotlight has a core team of talented staff drawn from a wide range of industries and sectors, all of whom are focused on maximising return from the partnerships we facilitate between business and charities.

We have a diverse pool of experienced delivery associates who provide on demand support and our highly qualified Board of Trustees ensures strong oversight and challenge.

Amplifying impact

We exist to amplify the impact that charities, business and individuals can bring to the world.

We do it by bringing charities together with business and business experts who can tackle the pressing issues charities are facing. We manage the relationship between them to maximise the impact they bring. We help individuals apply their expertise to those who need it, and to grow their own skills as part of a team of advisors.

We increase the impact of individuals by bringing them new experiences and learning. We increase the impact of business by exposing their talent to new situations and challenges. We increase the impact of charities by giving them the expertise and resources they need.



As a result, we amplify the good work that's done in the world.

Business as a force for good

We fundamentally believe that business can be a force for good in the world. Through our strategic partnerships with business, we amplify their potential to create a more inclusive and equitable world.

Our skilled-volunteering and experiential learning programmes develop employees whilst they give back to society. In the process, we achieve impressive results both for business and the charity sector.

By supporting 'for-impact' organisations in this way, employees hone existing skills, practice new ones and develop fresh perspectives, which they will bring back to their roles.

These experiences not only enrich day-to-day work but extend far beyond, creating a win:win:win: for employees, for business and society at large.



Morgan Stanley



BLACKROCK



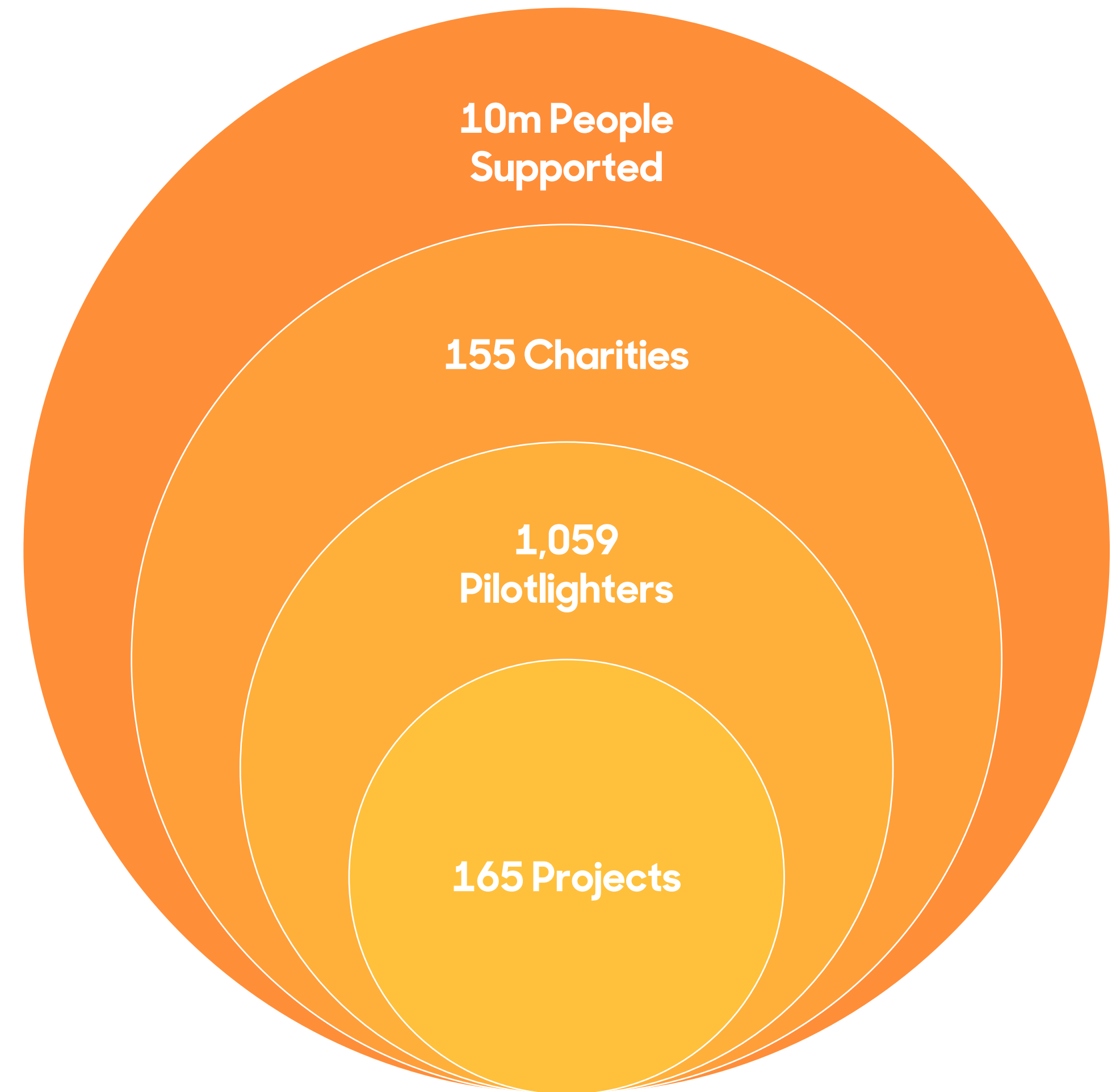
Our impact

In 2023, Pilotlight worked with **1,059** Pilotlighters on **165** projects, delivering support to **155** unique charities.

Together, these 155 charities support 10,000,000 people.

This was a record-breaking year for Pilotlight, both in terms of number of Pilotlighters who participated and total number of projects.

Since 1996, Pilotlight has delivered **1,426 projects to 1,181 charities.**



How we do it



Our programmes

Our programmes are not one-size-fits-all solutions.

We have a range of programmes depending on the type of organisation we're working with and the situation they find themselves in.

Each programme sees a dedicated team of business experts - we call them Pilotlighters - come together to give them focused, individualised support.

Our highly experienced Delivery Team are there every step of the way, so charities are totally supported while business and individuals know they are giving back more effectively.

We share some results from the programmes on the next few pages as an example of the kinds of results the programmes achieve.



Developing confidence and trust at board level

Croydon Mencap was established in 1952 to support local people with learning disabilities and their carers.

Alan Avis, CEO reached out to Pilotlight for help to define a development strategy and to develop the charity's Board.

Through Pilotlight 360, we gave Alan the tools he needed to be able to free up a deadlock at board level that was holding the charity back. Viewing a short-term deficit in the charity's reserves as an investment was key to changing attitudes to risk.

Two years since the programme, the staff team has grown, turnover has increased by 27.5% and the charity has merged with a smaller charity in danger of closing.

Read full case study [here](#).



"I see now that we reached out to Pilotlight we really reached out for permission to trust ourselves."

Alan Avis, CEO, Croydon Mencap

Finding a secure future for homeless people in Edinburgh

Rowan Alba supports some of the most vulnerable people affected by homelessness in Edinburgh. As a provider of supported accommodation, the charity's most significant challenge is securing good quality accommodation in Edinburgh. CEO Helen Carlin came to Pilotlight Direction to explore a suitable investment model to buy accommodation and attract new investors.

The Pilotlighters reviewed the viability of Helen's investment model, researched and scoped out risks, and helped to identify the charity's unique selling point.

Since the programme Helen has built on the Pilotlighters' recommendations.. She's established a community benefit society, which will purchase a property to provide long-term accommodation for former homeless people.

Read full case study [here](#).



"The process was very useful for me. I was led to question my assumptions around different possibilities for our future."

Helen Carlin, CEO & Founder, Rowan Alba

Growing services for Volunteer It Yourself

Volunteer It Yourself is a not-for-profit Community Interest Company working with young people aged 14-24 who are not in education, employment or training.

The charity came to Pilotlight Insight looking for support on the most effective way to expand its operations nationwide.

The Pilotlighter team produced an extensive 'process map' to help the charity. After careful analysis and evaluation, the team concluded that a hybrid approach would be the most effective.

This approach allows flexibility and supports growth across a broad set of funding partners nationally.

Read full case study [here](#).



"The input we have received from the Pilotlighters has been invaluable. It's helped guide our thinking at such a critical time for us."

Tim Reading, CEO, Volunteer It Yourself

What is it like to work at Pilotlight?



Our culture

We have a wonderful workplace culture, proven by the results of our Staff Survey, which is anonymous and independently run.

- **100%** of staff say they are proud to work for Pilotlight
- **95%** of staff say that we treat each other with fairness and respect
- **95%** recommend Pilotlight as an employer
- **95%** feel appreciated
- **92%** Agree that we do a good job in promoting equality and diversity.

Our values

Our values and behaviours guide the way we work both as a team, and with our Partner Charities and Businesses.

Our values are:

- We bring people together
- We believe in potential
- We expect the best.

Our behaviours are:

- Welcoming – we are friendly, inclusive and supportive
- Collaborative – we are able to achieve more by being diverse and working together
- Nurturing – we build strengths in ourselves and others and support others to do more
- Open – we are flexible and entrepreneurial, embracing change
- Inspiring – we encourage people to raise their sights and ambitions
- Tenacious – we persevere, pursuing our goals with method, rigour and determination.

Flourishing at Pilotlight

We are a professional, talented, and friendly team, always striving to learn and grow. Each member of staff has the opportunity to be involved in all aspects of our work. We take pride in our work and our organisation, and we have big ambitions.

We offer a great learning environment, with training and development opportunities, as well as a flexible approach to work, supporting our staff team to be able to carry out their roles in the way that works best for them and us. We offer a generous holiday allowance, and other benefits such as enhanced pension provision, maternity/paternity/adoption/shared parental leave and pay and other perks through Perkbox.



Our commitment to Diversity, Equity & Inclusion

As a charity founded to make a better world, we share the common goal of tackling social disadvantage in all its guises. As a community of purpose, we strive to create ripples of positive impact every day. Over the last two years staff and trustees have been developing our commitment to Diversity, Equity and Inclusion.

In 2021 we were pleased to release our [Diversity, Equity & Inclusion 2021-23 Action Plan](#).

We are a committed member of Inclusive Employers.

We are particularly interested in candidates from underrepresented backgrounds.



Job Description



Corporate Partnerships & Events Manager

Reporting to: Senior Corporate Partnerships Manager

Location: Our beautiful main office is in Central London, located between Old Street & Moorgate. We operate a Flexible Working Policy (up to 3 days/week can be home-based).

Starting Salary: £36,000-£39,000/annum + excellent benefits + reduced working hours trial in progress

Contract Type: Full time, permanent

Purpose of the role

As Corporate Partnerships & Events Manager, you will play a key role in strengthening Pilotlight's business partnerships and delivering impactful events that showcase our mission.

You will manage and grow relationships with our business partners while planning and executing business and charity-focused events to raise Pilotlight's profile.

Reporting to the Senior Corporate Partnerships Manager, you will collaborate across teams to deepen relationships, identify cross-selling opportunities, and represent Pilotlight's work to key audiences.

Key areas of responsibility

Business Partnerships:

- Manage a portfolio of business partners, ensuring retention and growth.
- Achieve income and activity targets for business partnerships.
- Support the Senior Corporate Partnerships Manager with reporting, proposals and stakeholder meetings.

Events:

- Plan and deliver a compelling events portfolio, including exclusive panel discussions, the annual Pilotlight Summit, online learning events, and exhibition stands.

Key areas of responsibility (continued)

Events (continued)

- Ensure events effectively showcase Pilotlight's mission and foster new opportunities for partnerships.

Cross-Selling and Representation:

- Collaborate with the Senior Business Development Manager and other teams to identify cross-selling opportunities.
- Act as an ambassador for Pilotlight, influencing stakeholders and increasing visibility, including via social media

Experience and Competencies

- Proven experience managing business partnerships in a not-for-profit/charity or B2B setting.
- Experience delivering and managing B2B events, from roundtables to trade show stands.
- Strong ability to create and deliver engaging pitches and proposals to corporate audiences.
- Skilled at using CRM systems, ideally Salesforce, for partnership and event management.
- Exceptional communication and presentation skills, with confidence in influencing stakeholders.
- A commitment to Pilotlight's mission, values, and Diversity, Equity, and Inclusion principles.
- (Desirable) Experience selling within the Learning & Development or Social Value sectors.

How to apply

If you'd like to apply for this role, please follow [this link](#).

You will be asked to provide some information about yourself and upload the following documents:

- Your CV
- A supporting statement answering the following questions:
 - Why do you want to join Pilotlight? (300 words)
 - Why are you the right person for this role? (300 words)

Pilotlight is committed to an equal opportunities policy. Please complete our [Diversity, Equity & Inclusion form](#) as part of your application. The information you provide will not be shared with anyone involved in assessing your application.

If there are extra steps we can take to adapt the recruitment process to ensure that it is inclusive for you, [please let us know](#).

Closing date for applications: Sunday 02 February 2025 (23:59)

Interview process:

If you are successful, we may arrange a time to carry out an initial informal video call.

We will invite a shortlist of people to interview online on Thursday 06 and Monday 10 February 2025

Second interviews will be held on Thursday 12 February 2025 at our London office.

Applicants must have the right to work in the UK.

Good luck with your application!

If you have any queries about the position,
please contact Emily Snape on:

esnape@pilotlight.org.uk.

Pilotlight

5th floor, 14 Bonhill Street

London EC2A 4BX

www.pilotlight.org.uk

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