

Job Description: Corporate Partnerships Officer

Salary: O3 London, £32,228

Department: External Relations

Duration: 6-month contract with possibility for extension

Location: Hybrid working (London Office Base)

Department: External Relations

Key working relationships: Corporate Partnerships Manager, New Business Partnerships Manager and Officer, Head of Corporate Partnerships and Events, Events Manager, Head of Philanthropy, Head of Brand, Marketing and Comms, Head of Fundraising Innovation, Assistant Director of Income Generation, Senior Trusts and Grants Manager, Assistant Director and Heads of Network Delivery and Design, Assistant Director of Finance, Assistant Director of Impact, Senior Leadership Team, CEO, Trustees, supporters, young people.

Purpose of the job

This is an exciting opportunity for a proactive and relationship-focused individual to join our Corporate Partnerships team. The role will be a mix of managing and growing existing partnerships and supporting new business activity.

You'll work closely with the Corporate Partnerships Manager and other colleagues across the team to ensure that our corporate partners feel valued, supported, and inspired by the impact they are helping to create. You'll also contribute to building our pipeline, identifying potential new supporters, making first contact, and helping to develop tailored proposals.

While you don't need to be an expert from day one, you will bring energy, curiosity, and great interpersonal skills, along with the ability to deliver excellent partnership experiences.

About UK Youth

UK Youth is a leading charity with a bold ambition; to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with a network of thousands of youth organisations and national partners, creating opportunities for young people to build skills, improve wellbeing, and shape their own futures.

Our partnerships are a vital part of achieving this mission. We work with businesses to deliver purpose-driven collaborations that create tangible benefits for young people and communities across the UK. From charity of the year partnerships to multi-year strategic collaborations, our corporate supporters help us strengthen the youth sector and remove barriers for young people.

Why join UK Youth?

By working at UK Youth, you'll be joining a friendly and committed group of people tackling the systemic problems letting young people down. You'll also be part of a passionate, values-driven team who believe in the power of partnership to transform young people's lives. This role offers the

chance to:

- Develop your skills in corporate fundraising, account management, and partnership development.
- Build strong relationships with a variety of high-profile corporate supporters.
- Work across departments to deliver engaging, impactful partnerships.
- Contribute to meaningful projects that make a difference in young people's futures.
- Gain hands-on experience in developing and pitching new partnership ideas.

You'll have access to opportunities for professional development and ways to connect with colleagues, whether through lunch-and-learn sessions or away days at our outdoor learning centre, Avon Tyrrell.

UK Youth is proud to be an Equal Opportunity employer and we particularly welcome applications for this role from those who identify under one of the protected characteristics under the Equality Act 2010. We value the diversity that a wide range of backgrounds, skills, and experiences brings, and are committed to employing and supporting a diverse workforce. Our selection process ensures that everyone is treated on the basis of their relevant merits, experience, skills, and abilities, and that no individual receives more or less favourable treatment.

Key Responsibilities

Account Management

- Support the management of existing corporate partnerships, ensuring they are well-stewarded and achieve agreed objectives.
- Coordinate partnership activities, such as volunteering days, events, campaigns, and communications.
- Work with internal teams (Marketing, Impact, Delivery) to gather and share inspiring impact stories and updates with partners.
- Track and report on partnership deliverables and KPIs.
- Identify opportunities to deepen existing partnerships, such as additional projects, campaigns, or employee engagement activities.

New Business Support

- Research and identify potential new corporate partners.
- Assist with approaches to prospective partners, including outreach emails, calls, LinkedIn networking, and event attendance.
- Support the development of high-quality proposals, presentations, and budgets for senior stakeholders.
- Help maintain and grow the new business pipeline.

Communications & Events

- Work with Marketing & Comms to produce engaging partnership content for social media, newsletters, and impact reports.
- Represent UK Youth at external networking events, conferences, and partner-related activities.

Data & Administration

- Keep all CRM records accurate and up to date.

- Support due diligence processes for both new and existing partnerships.
- Ensure donations are processed, recorded, and recognised appropriately.

General Responsibilities

- Professionally and positively represent the organisation
- Feed into the corporate fundraising strategy
- Attend and participate in staff meetings, team meetings and other meetings as required
- Work effectively with colleagues to achieve the aims and objectives of the charity
- Support organisation-wide initiatives to facilitate cross-team working
- Proactively contribute to the effectiveness of meetings, knowledge sharing and staff development
- Take reasonable care of own health and safety and for that of others who might be affected by their own work, as required by law and described in the relevant operating procedures and policies
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Person Specification

Essential

- Confident communicator, both verbal and written, with the ability to adapt for different audiences.
- Strong organisational skills and ability to manage multiple priorities.
- Self-motivated, proactive, and keen to learn.
- Comfortable using Microsoft Office and basic CRM systems.
- Passion for youth work and commitment to UK Youth's mission.

Desirable

- Experience in a fundraising, sales, account management, or other relationship-management role.
- Experience in corporate fundraising.
- Knowledge of the youth sector.
- Experience delivering events or partnership activations.

Personal Qualities

- Relationship-driven and people-focused.
- Collaborative team player who also works well independently.
- Positive, solution-focused, and resilient.
- Able to spot opportunities for partnership growth.

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.