

SMART  
WORKS

# SMART WORKS

Application pack:  
Partnerships & Development Manager



Based in London  
Full time (flexible hours and remote working  
considered)  
Circa £30k



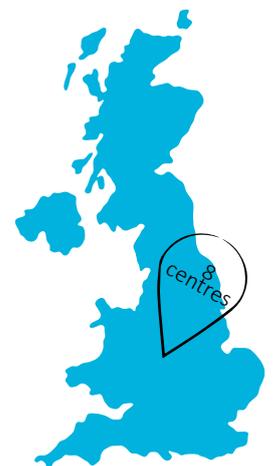
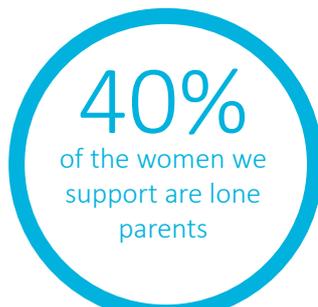
## About Smart Works

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and coaches unemployed women for success at their job interview.

We empower each woman by giving her the clothes and the confidence she needs to succeed. After visiting Smart Works, 65% secure a job within a month, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Manchester, Edinburgh, Birmingham, Newcastle, Reading and Leeds. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

Smart Works has been voted Social Action Charity of the Year and is honoured to have The Duchess of Sussex as our Patron.



## About the role

Smart Works is looking for a bright and motivated fundraising professional to join our outstanding staff team. This is a full time, permanent role, based in London with the potential for flexible working arrangements. Smart Works is proud to hold long term relationships with high profile and prestigious global brands and this role will sit at the heart of our partnerships team, reporting into the Director of Partnerships.

This new and important role holds responsibility for the day to day management of the charity's corporate and in-kind partnerships, and new business development.

The successful candidate will work collaboratively across the charity to ensure partner and charity objectives are met. They will use initiative and strong communication skills to develop first class relationships with new and existing partners, and support organisations in their fundraising efforts to increase income potential.

The post-holder will support the Director of Partnerships in creating and working to a robust pipeline of new partnership opportunities. Demonstrating excellent strategic and creative thinking, the successful candidate will be instrumental in the establishment of new corporate and in-kind relationships and appropriate stewardship of those partners. Underpinning their work, the candidate must have a passion for the work we do and the difference we can make to the lives of the women we support.

There will be progression opportunities to allow the successful candidate to thrive and play an integral role in the future development of the organisation.

The post is a full-time role based at our HQ in London. However, we are flexible in current working arrangements for the right candidate. We welcome applications from outside the charity sector, although fundraising and/or charitable partnership management experience is required.

We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We are keen to encourage a diverse range of perspectives, skills, experience and knowledge within Smart Works Charity.



## Duties and responsibilities

- Responsible for the day to day management of our corporate and in-kind clothing partnerships, spanning commercial activities and employee-led initiatives.
- Strategic relationship building to forge new partnerships and generate income, working towards and adding to a robust pipeline worth at least £2.5m.
- Delivering financial activities to target, and managing relevant income tracking and pipeline.
- Running due diligence on all new partners, and contracting these appropriately.
- Overseeing wider partnership activation plans across the charity, including corporate volunteer opportunities.
- Lead corporate engagement to support the flagship Cycle for Smart Works fundraiser.
- Representing Smart Works when working with partners – regular speaking at corporate events, and where required, planning the involvement of Director of Partnerships and CEO.
- Oversee and develop high quality materials and collateral to support fundraising activities.
- Advise and support regional centres on corporate income generation.
- Project manage areas of work among junior staff team as needed, leading by example and supporting in upskilling interns, graduates and executives.

## Skills, knowledge and personal attributes

- Demonstrable experience of high-profile relationship management such as partnership management, account management, and/or client and stakeholder liaison.
- Business development experience – establishing and on-boarding financial or in-kind partnerships that deliver for all parties.
- Understanding of income generation in a non-profit organisation or setting is beneficial.
- Outstanding interpersonal and communication skills and an ability to manage relationships of all levels and across industries.
- Relish working in a fast-paced environment with competing and rapidly changing priorities.

# General duties of a Smart Works member

- Represent the charity's entrepreneurial drive and focus on tangible outcomes, helping to deliver big results from a small staff team.
- Work collaboratively and cooperatively with all team members and take an active part in staff meetings and discussions.
- Adhere to our policies and procedures, and be an ambassador for our charity.
- Carry out tasks required by the CEO and other senior members of the team from time to time.
- Play your part in ensuring that each woman who comes through our door is treated with respect and empathy.

## Benefits, terms and conditions

- Salary – circa £30,000 per annum
- 25 days leave plus additional discretionary leave between Christmas and New Year
- 2-month notice period
- Positive, supportive working environment with opportunities for practical training and progression

## How to apply

Please write a short cover letter (no more than one page) setting out why you would like the role and what skills you bring, along with a CV (also no more than two pages). We also ask all candidates to complete an [Equalities Monitoring Form](#).

Applications should be sent FAO of Charlotte Jackson, by email to [recruitment@smartworks.org.uk](mailto:recruitment@smartworks.org.uk) by midnight on Tuesday 5 January. Interviews will be conducted over Zoom on Monday 11 January.

### Application checklist:

- Short cover letter
- Two page CV
- Equal opportunities form



*Good luck, and we can't wait to hear from you.*