

REACHOUT

Recruitment Pack
Schools & Universities
Partnerships Manager



Role Overview

ReachOut is a youth development charity and a strategic partner for schools. Through collective mentoring and engaging activities, we build socio-emotional skills that transform outcomes for young people constrained by circumstance. You can [read our 2024/25 Impact Report here](#).

The Schools & Universities Partnerships Manager will lead the development, growth, and management of ReachOut's partnerships with schools, multi-academy trusts, and universities.

This new role is central to delivering ReachOut's strategy to expand our reach, increase income, and deepen our impact for young people constrained by circumstance. Reporting to the CEO and sitting within the Income & Partnerships Team, the postholder will work closely with colleagues across Programmes & Impact and Volunteering.

The role is responsible for building a strong pipeline of partners, securing sustainable funding, and managing existing relationships to ensure mutual value. Through both new and established partnerships, the postholder will support ReachOut's mission while helping schools and universities achieve their own strategic objectives.

Who we are looking for

- An ambitious, proactive fundraiser with the ability to develop, deliver, and grow long-term partnerships with schools and universities across London, Manchester, and new locations in line with ReachOut's strategy.
- A confident communicator who thrives in a small, collaborative organisation and can build strong relationships with colleagues and external stakeholders across multiple departments and sectors.
- Someone who can work autonomously, manage competing priorities, and identify opportunities to generate income, raise our profile and increase impact.



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Role Specifics

Job Title: Schools & Universities Partnerships Manager

Contract: Full Time, Permanent

Salary: £35,000 - £40,000.

Location: Hybrid working – choose to work from home or access co-working spaces across London or Manchester with regular opportunities for team days

Hours: 37.5 hours a week – flexible hours around a general 9:00-17:30 working pattern

Annual leave: 29 Days (not including Bank Holidays)

Start date: As soon as possible

Please note: We are unable to provide visa sponsorship. To apply you must have the right to work in the UK and the successful candidate will be required to undergo an enhanced criminal record check with the Disclosure and Barring Service (DBS). ReachOut will cover the cost of the check and guide you through the process. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within our safeguarding policies.





Key Responsibilities

Key focus areas:

- Develop and deliver a strategic approach to ReachOut's partnerships with schools, multi academy trusts, and universities in Manchester and London.
- Build strong, long-term relationships with partners to maximise retention and growth. Develop and deliver structured stewardship plans for all partners, ensuring partners receive excellent communication, reporting, and engagement opportunities.
- Raise ReachOut's profile in the education sector through strategic outreach, including attending networking events, speaking at conferences, and building online engagement.
- Work across internal teams to support corporate partner engagements and service delivery priorities.

School Partnerships

- Lead on school partnerships account management, building relationships with senior leadership teams to facilitate the delivery of ReachOut projects and multi-year partnerships.
- Grow ReachOut's pool of partner schools. Build and maintain a high-quality pipeline of prospective school partners aligned with organisational priorities. Identify opportunities for growth in London, Manchester, and new target regions.
- Secure annual income targets, with a view to growing ReachOut's income from schools to £185,000 by 2028/29.



Key Responsibilities

University Partnerships

- Develop tailored partnerships with universities in Manchester, London, and new prospective regions.
- Build relationships with key stakeholders, co-create partnerships offering value to both young people and partner institutions. Facilitate horizon building experiences for ReachOut mentees with partner universities, aligned with widening participation objectives.
- Grow and manage a new income stream from university partnerships.

General Fundraising Duties

- Be responsible for the budget tracking, accurate forecasting, reporting requirements, and communications for your income streams and portfolio of partners.
- Keep our database of funders up to date.
- Ensure that ReachOut policies and procedures are followed and adhered to.
- Carry out any other duties as reasonably required in the role and act in a manner that is in keeping with ReachOut's values and promotes inclusive practices.





Person Specification

Experience

- Proven track record in partnership development, business development, or fundraising.
- Experience of building and managing external relationships with multiple stakeholders.
- Experience working with or within the education sector (schools, universities, or related organisations).
- Track record of meeting targets, particularly income or growth-related.

Skills and Attitudes

- Strong project management skills (accuracy, attention to detail, scheduling, problem-solving, and monitoring).
- Excellent relationship management and communication skills, with the ability to relate to people at all levels.
- Excellent writing skills with the ability to produce creative and compelling proposals, reports and email communication.
- Proactive and can use initiative and find solutions to problems.
- Positive, energising, and adopts a “can do” mentality.
- Comfortable networking and communicating our cause to potential new supporters to grow our network.

Knowledge

- Strong understanding of the UK education landscape, including schools and/or higher education.
- Understanding of good fundraising practices and the legal and ethical considerations surrounding fundraising.
- Knowledge and understanding of social mobility, equality, diversity and inclusion, employability and other issues facing less-advantaged young people.

Other

- Willing to travel across Manchester, London, and across England to attend meetings, projects and events.
- Proficient IT skills, including the use of Microsoft Office programmes and donor databases.
- Able to work flexible hours when necessary (time off in lieu will be given for very occasional weekend and evening work).



Employee Benefits

- ReachOut is committed to supporting the well-being and mental health of employees through an Employee Assistance Programme and Mental Health First Aiders.
- 29 days annual leave (3 of which are used between Christmas and New Year), rising to 30 days after two years' continuous service and 33 after five years continuous service.
- 3% employers pension contribution.
- Hybrid working and hours can be flexed around key activities:
 - Access to co-working spaces across England
 - £100 home working allowance to support your remote working setup
 - Opportunity to work from the EU for up to 5 days per year
- 2 days (or 17 hours) of volunteering within working hours after successful completion of probation.
- Commitment to supporting your professional development including weekly supervisions, supportive line management and training opportunities.
- Enhanced maternity, adoption and paternity leave after one year of service.
- 'Legend of the month' staff award and regular staff socials.
- Access to a healthcare cash plan after successful completion of probation.

In our March 2026 staff survey, 100% of staff agreed with the statements below:

- My line manager communicates clearly, sets clear expectations and respects my preferred style of communication
- I know what is expected of me and my team
- I am comfortable going to my line manager for support if I am dealing with stress or challenges
- ReachOut respects my time outside of work



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Our Values and Behaviours

Our team is dedicated to creating a high-performing, solution-focused workplace whereby integrity, accountability, and authenticity guide us. By staying committed to our goals, supporting one another, and driving ambitious results, we safeguard our resources and achieve lasting impact for our organisation and the young people and communities we serve.

What we Value

Integrity

Acting with honesty and strong moral principles in all actions, ensuring transparency and trust in everything we do.

Accountability

Taking ownership of our actions and responsibilities and holding ourselves and others accountable for meeting commitments and delivering results.

Authenticity

Being genuine and true to ourselves, fostering open and honest communication and creating a culture of trust.

Our Behaviours

Committed

Demonstrating dedication and focus, consistently delivering on tasks and goals, whilst actively contributing to the success of the team.

Solution Focused

Maintaining a positive approach to challenges, concentrating on finding practical and effective solutions rather than dwelling on problems.

Compassionate

Showing empathy and care towards colleagues, valuing their wellbeing and offering support during challenges.

Ambitious

Striving for continuous growth and improvement, setting and pursuing high goals and pushing the team and organisation towards success.



How to apply

To apply, please send across your CV and a supporting statement (maximum two pages) that outlines your interest in your role and your fit against the job specification.

Please send both documents to hr@reachoutuk.org. In the subject line quote 'School & Universities Partnerships Manager 2026' and your full name.

We recognise that artificial intelligence (AI) such as ChatGPT can be useful for applicants, for example to shorten an initial draft. However, we would caution applicants not to rely too much on AI in drafting their applications. We want to hear your authentic voice that comes from your experience, and we will be looking for answers that use examples and experiences that are specific to you. You are more likely to be able to produce that kind of content than AI will.

Equal Opportunities

Once you have submitted your application, [please complete this equality and diversity monitoring form](#).

Key Dates

Applications Close	Friday 18 th September at 9am
Interviews – in person in London or Manchester	Wednesday 23 rd September

If the date for interviews causes any issues, please still apply and let us know in your email as we may be able to be flexible on the interview arrangements.

Our commitment to equity, diversity and inclusion

ReachOut is committed to being an inclusive and diverse organisation. We therefore welcome applications from people of all ethnicities, ages, religious beliefs, gender identities, sexual orientations and any other protected characteristics, to provide a diverse range of experiences, ideas and insights into our work. ReachOut wants to increase the representation of our young people amongst our staff, so if you are from these ethnic groups, we would particularly appreciate receiving your application.

Find out more about who we are
and what we do at reachoutuk.org

We asked our mentees
to tell  about
about their mentors...

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[REACHOUTUK.ORG](https://reachoutuk.org)



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