REACHOUT

Recruitment Pack

Corporate Partnerships Officer





Role Description

Job Title:	Corporate Partnerships Officer
Contract:	Full Time, Permanent (will consider 0.8 FTE)
Hours:	37.5 hours a week – flexible hours around a general 09:00-17:30 working pattern, including some evening/weekend work attending events
Location:	Hybrid working, flex days in ReachOut's co-working office spaces in either London or Manchester
Salary:	£30,000
Holidays:	29 Days (not incl. Bank Holidays)
Start date:	ASAP

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.

Reporting to the Corporate Partnerships Manager within our Income and Partnerships Team, you will help develop and grow corporate partnerships that generate income and create opportunities for young people.

You will build relationships with businesses, coordinate partner engagement and take ownership of agreed activities, communications and follow-up. Working closely with the Corporate Partnerships Manager, you will maintain shared knowledge and connections across our partnerships, ensuring consistent support for partners.

We are looking for someone with experience in fundraising, partnerships or client relationships who combines confident and inspiring communication with strong organisational skills, initiative and reliable follow-through.

Find out more about ReachOut and our work at reachoutuk.org.



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 Theory of Change and 2025 Impact Report for deeper context.

The Corporate Partnerships Officer will support the development, growth, and management of ReachOut's partnerships with corporations.

This 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 Corporate Partnerships Manager 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 and converting a strong pipeline of partners, securing sustainable funding, and managing existing relationships to ensure mutual value. Working jointly with the Corporate Partnerships Manager, you will maintain shared relationships and knowledge while taking responsibility for agreed income targets and partner activity.

Who we are looking for

- An ambitious, proactive person with experience building a pipeline, closing deals, maintaining relationships and identifying new business or growth opportunities.
- Strong organisation and communication skills, with the ability to turn conversations into clear actions and see them through.
- Someone who knows how to work independently as well as collaboratively, asks questions, uses sound judgment, and keeps colleagues informed.
- 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.





Key Responsibilities

Working closely with the Corporate Partnerships Manager, you will grow corporate income and engagement, sharing relationships and knowledge across the portfolio while taking responsibility for agreed targets, opportunities and activities.

- Build and manage a pipeline of corporate prospects and growth opportunities, develop cultivation plans and deliver an agreed annual income target of circa £100k, contributing to the corporate team's fundraising goals.
- Prepare tailored proposals, make clear funding asks and secure new, renewed and increased support through donations, sponsorship and employee fundraising.

Partnership management and engagement

- Jointly manage corporate relationships with the Manager, understand partners' priorities and develop engagement plans aligned with ReachOut's objectives, maintaining shared knowledge and continuity of support.
- Own agreed communications, meetings and follow-up, fulfil commitments and produce impact updates and reports that demonstrate the value of our partners' support.
- Coordinate corporate volunteering with Programmes & Impact and Volunteering colleagues, including career talks, skills sessions and horizon building visits.
- Recruit business involvement in corporate events and initiatives and coordinate agreed activities.

General fundraising duties

- Be responsible for the budget tracking, accurate forecasting, reporting requirements, and communications for your income streams and portfolio of partners.
- Maintain accurate Beacon records covering contacts, relationship developments, opportunities and next steps; track income, update forecasts and meet funding and reporting requirements.
- Manage priorities and deadlines independently, use initiative to progress work and raise questions or issues promptly.
- Collaborate across the Income and Partnerships Team and wider organisation to develop corporate support, follow ReachOut's policies, including safeguarding, and undertake reasonable duties consistent with the role and values.



Person Specification

- Demonstrable belief in ReachOut's mission and passion for our work.
- Experience in corporate fundraising, sales or business development, with a track record of securing new business or funding and working towards income targets.
- Experience developing and maintaining mutually beneficial partnerships or client relationships, identifying opportunities to renew and grow support.
- A track record of excellent 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.
- A collaborative approach, sharing contacts, knowledge and progress while taking ownership of agreed targets and commitments.
- Comfortable networking and communicating our cause to potential new supporters to grow our network.
- Understanding of good fundraising practices and the legal and ethical considerations surrounding corporate fundraising.
- Knowledge and understanding of social mobility, equality, diversity and inclusion, employability and other issues facing less-advantaged young people.
- Willing to travel across Manchester and to London 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 32 after five years continuous service.
- 3% employer 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



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	Accountability	Authenticity
Acting with honesty and strong moral principles in all actions, ensuring transparency and trust in everything we do.	Taking ownership of our actions and responsibilities and holding ourselves and others accountable for meeting commitments and delivering results.	Being genuine and true to ourselves, fostering open and honest communication and creating a culture of trust.

Our Behaviours

Committed	Solution Focused
Demonstrating dedication and focus, consistently delivering on tasks and goals, whilst actively contributing to the success of the team.	Maintaining a positive approach to challenges, concentrating on finding practical and effective solutions rather than dwelling on problems.
Compassionate	**Ambitious**
Showing empathy and care towards colleagues, valuing their wellbeing and offering support during challenges.	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 your CV and a supporting statement (maximum two pages) that outlines your interest in the role and your fit against the job criteria.

Please send both documents to hr@reachoutuk.org. In the subject line quote 'Corporate Partnerships Officer 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	**9am on Monday 2nd November 2026**
Interviews (online or in-person)	**Thursday 5th November 2026**

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.

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 applications.**

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



REACHOUT

REACHOUTUK.ORG

@REACHOUTUK