



Job Description

Senior Partnerships & Philanthropy Officer

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| Job Title: | Senior Partnerships & Philanthropy Officer |
| Reporting to: | Partnerships & Philanthropy Lead |
| Responsible for: | N/A |
| Based: | We offer a hybrid model of working and our office is based in Angel, London N1. This postholder is expected to be in the office 1 day per week. We meet together in our London office fortnightly on Tuesdays and we ask that you can commit to this. |
| Hours: | Full time – 35 hours. We will consider applications for jobshares if candidates apply with a jobshare partner. |
| Salary: | Grade 3, £42,010 - £43,693 |
| Travel expenses: | All staff are required to pay for travel costs to and from the London office, regardless of where they live. However, staff can claim travel expenses for journeys to places other than the London office for work purposes. |

About us

Young Women's Trust champions young women aged 18 to 30 on low or no pay. We're here to create a more equal world of work and raise young women's incomes. We offer young women free coaching, feedback on job applications and information to help them get where they want to be. We bring together a network of thousands of young women to support each other, build their self-belief, and have their voices heard. We work with young women to campaign for equality in the workplace. And our research provides insight into what young women's lives are really like, fuelling our campaigns for change.

About the role

Over the next five years, our fundraising team are embarking on an ambitious growth strategy to increase our income from c. £1m to £1.7m. This is alongside our commitment to spend a significant amount of our organisational endowment to invest in our campaigning, new services, digital capabilities and core infrastructure.

We have recently reshaped the team to create a new Partnerships and Philanthropy (P&P) programme. This unites our corporate partnerships, major donors, and trusts & foundations. With P&P contributing around 80% of our total fundraised income, this is a vital and expanding area.

This new role will support the new P&P Lead in providing outstanding stewardship to Partnerships & Philanthropy supporters, ensuring every commitment is delivered with care and purpose. You'll play a key role in activating partnership activities, shaping standout content, and helping to build lasting, transformational relationships that drive real impact for young women.

Key deliverables

- Support the delivery of tailored stewardship plans, ensuring high levels of engagement and satisfaction.
- Coordinate engagement activities and events that strengthen relationships and deliver mutual value.
- Produce high-quality reports, communications, and content that demonstrate impact and align with supporter interests, working closely with Communications, Campaigns and Research and Services, Voice and Involvement teams.
- Maintain accurate relationship data and support the wider fundraising team in prospect research, reporting, and pipeline development.
- Assist with budgeting, income tracking, and forecasting to support strong financial management and income performance monitoring.

Main responsibilities

Supporter Stewardship & Delivery

- Support the delivery of stewardship plans for the P&P portfolio
- Draft personalised updates, impact reports, and thank-you communications.
- Coordinate timely and accurate reporting to funders and partners, including monitoring agreed KPIs and deliverables.
- Support the P&P Lead, Fundraising Director and CEO (and other key stakeholders) with research and preparation for meetings, events, and donor updates.

Event & Engagement Delivery

- Coordinate the delivery of high-impact engagement activities for partners, including volunteering days, panel events, lunch & learns, and partner-hosted activations.
- Work closely with internal and external stakeholders to ensure all partnership events are professionally delivered and aligned with partner goals.
- Support logistics, communications, and follow-up for events to ensure strong partner satisfaction and retention.

Content & Communications Support

- Support the P&P Lead and work with Communications, Campaigns and Research team to create compelling supporter-facing content, for socials, case studies, impact stories, partner PR and campaign activities
- Ensure that content reflects partnership impact and is used effectively across stewardship materials, social media, and digital channels.
- Contribute to proposals, pitch decks, cases for support, and reports with tailored copy and visuals.

Relationship Management Support

- Support the P&P Lead and Fundraising Director in researching and preparing pipelines and identifying new business opportunities
- Maintain accurate records of all contact and relationship activity using our CRM systems.

- Work across the fundraising team and cross-organisationally to help identify, gather case studies and content for funder reports.

Team Support

- Support across all fundraising campaigns and organisational priorities as needed.
- Champion best practice in stewardship across the organisation.
- Contribute to team planning, evaluation, and innovation.

Budget management

N/A

General responsibilities

- To work in a flexible manner, taking initiative and prioritising the needs of the organisation.
- Follow organisation policies and procedures, including health and safety.
- Carry out other reasonable duties that may be required.
- Act as champion of Young Women's Trust's values and principles, including our commitment to becoming an anti-racist organisation.

Special factors

To work out of hours on occasion to attend events both on weekday evenings and weekends (with time off in lieu given).

Safeguarding

At Young Women's Trust, we are committed to safeguarding the well-being of all the young women we work with, as well as our employees and volunteers who are involved in or affected by our work. All employees have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.

DBS requirement

N/A

Equity, Diversity and Inclusion

Young Women's Trust strives to be an inclusive and representative organisation. We are committed to appointing individuals from a wide range of backgrounds, lived experiences and cultures. We particularly encourage applications from racially minoritised candidates. We use positive action under section 159 of the Equality Act in relation to race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the racially minoritised candidate in order to diversify our staff team.

You'll be joining a team that will embrace your ideas and support and encourage you to bring your whole self to work.

We can make reasonable adjustments throughout the application process and on the job. If you have particular accessibility needs, please get in touch and let us know any requirements you may have.

Person Specification

(Essential, i.e., a candidate must meet all essential criteria to be considered for selection, or Desirable)

| Experience | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| • Experience in supporter or client stewardship in fundraising, account management, or similar. | x | |
| • Strong written communication skills, especially in writing tailored reports and updates. | x | |
| • Experience planning and delivering events, ideally in a corporate / client-focused context. | | x |
| • Comfortable developing or briefing content for different audiences | x | |
| • Experience of managing multiple projects and deadlines. | x | |
| • Experience of budgeting, forecasting and income tracking | x | |
| • Understanding of fundraising compliance and donor data protection. | | x |
| • Experience of data, Excel, CRM systems (Salesforce desirable), and Microsoft Office | x | |
| Skills & attributes | | |
| • Confident communicator: Able to build and maintain strong relationships with a range of stakeholders, including colleagues, corporate partners, and donors, adapting tone and approach to suit the audience. | x | |
| • Highly organised: Comfortable at managing multiple projects and priorities simultaneously, with strong attention to detail | x | |
| • Creatively minded: Brings fresh ideas to engagement, events, and content, with a good sense of what will resonate with different audiences and the confidence to contribute to campaign planning. | x | |
| • Collaborative and supportive: Works well across teams and departments, offering input, sharing knowledge, and contributing to a positive and productive team culture. | x | |
| • Understanding of the issues facing young women, especially those living on low or no pay | | x |
| • A commitment to Young Women's Trust's values and principles, including our anti-racism work | x | |

Our values



Young Women’s Trust Team Structure

Team Structure February 2025

