



# Corporate Partnerships Officer

Job Pack September 2026



## St Luke's Parochial Trust

### Contact us

Phone: 020 7549 8181 | Email: [info@slpt.org.uk](mailto:info@slpt.org.uk) | Web: [slpt.org.uk](http://slpt.org.uk)



# Corporate Partnerships Officer

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Dear Applicant,

Thank you for your interest in the Corporate Partnerships Officer post at St Luke's. I hope you find this Recruitment Pack helpful. Please contact us if you require any more information to be able to submit an application.

We have tried to make this process as accessible as possible by offering a variety of ways to apply. We will also sanitise all applications as much as possible so the hiring team do not see the protected characteristics of the applicants at shortlisting stage.

The closing date for returning applications is **5<sup>th</sup> October 2026**.

Please return your completed application by email to [recruitment@slpt.org.uk](mailto:recruitment@slpt.org.uk), with the subject line "Corporate Partnerships Officer Application".

Interviews will take place at St Luke's Community Centre, 90 Central Street, London EC1V 8AJ on the **22<sup>nd</sup> October 2026**. Please indicate your availability for this date.

If you have any questions, or would like to discuss the role further, do not hesitate to get in touch.

Yours sincerely,

John Garces

Head of Corporate Partnerships

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### About St Luke's

St Luke's has served the people of south Islington for hundreds of years, and today runs a vibrant community centre at 90 Central Street. Our vision is a welcoming, living, neighbourly community where people of all ages and backgrounds can contribute to working, playing and learning together for their mutual benefit and wellbeing. From this one building, we deliver an extensive range of services aimed at tackling disadvantage; improving the health and wellbeing of local people; and building a strong sense of community.

We work in the most densely populated patch of the country. It's a neighbourhood of stark contrasts, where thriving tech start-ups around Old Street sit alongside some of the highest rates of child poverty in the UK and significant social isolation. In 2025 alone, we welcomed 43,974 individual visits to our centre, and ran 1,154 classes and activities.

Joining St Luke's means becoming part of a team working at the heart of this neighbourhood, helping to make a tangible difference to the people who live, work and learn here.



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### Job Description

Role: Corporate Partnerships Officer

Reporting to: Head of Corporate Partnerships

#### Purpose of the Role

This is an exciting opportunity to help shape and grow St Luke's corporate partnerships programme. The Corporate Partnerships Officer will play a leading role in generating new income and developing relationships with businesses whose values align with our mission. Working closely with the Head of Corporate Partnerships, this role will identify, cultivate and secure new corporate partnerships that support St Luke's work through sponsorship, charitable giving, employee fundraising, volunteering and wider social value initiatives.

The successful candidate will help position St Luke's as a trusted community partner for businesses seeking meaningful ways to deliver their Corporate Social Responsibility (CSR), Environmental, Social and Governance (ESG) and Social Value objectives.

This role will focus primarily on new business development and income generation while supporting the development of long-term, mutually beneficial corporate relationships.

#### Key Responsibilities:

##### Corporate Partnership Development

- Identify, research and prioritise prospective corporate partners whose values, CSR, ESG and social value objectives align with St Luke's mission
- Build and maintain a strong pipeline of corporate prospects using effective prospect research, networking and outreach activities

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- Develop, cultivate and convert relationships with business decision-makers and corporate stakeholders
- Secure new corporate partnerships and sponsorship opportunities that generate sustainable income and community impact
- Deliver agreed income targets and partnership KPIs
- Generate new opportunities through networking, referrals, events and direct engagement

### **Proposal Development and Income Generation**

- Develop compelling and tailored partnership proposals, sponsorship packages, presentations and pitches
- Create funding opportunities across St Luke's programmes and services including digital inclusion, employment and skills, health and wellbeing, food security and social isolation initiatives
- Negotiate partnership agreements and secure financial support from businesses
- Work with colleagues to develop innovative and attractive corporate engagement opportunities

### **Relationship Management**

- Support the successful onboarding of newly secured partners
- Work collaboratively with colleagues to ensure partners receive an excellent experience and achieve their partnership objectives
- Identify opportunities to increase partner engagement through employee fundraising, events and volunteering

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- Support partnership renewals and the longer-term development of corporate relationships

## Marketing and External Engagement

- Contribute to the development and continuous improvement of St Luke's corporate partnerships offer
- Produce engaging partnership materials, impact reports, case studies and promotional content
- Represent St Luke's at networking events, business forums, conferences and stakeholder meetings
- Act as an ambassador for St Luke's and promote the organisation's values and impact

## Monitoring and Reporting

- Maintain accurate records of partnerships, prospects, meetings and income activity using CRM and reporting systems
- Monitor progress against agreed targets and KPIs
- Provide regular reports on pipeline development, income generation and partnership activity
- Gather and communicate impact data and stories that demonstrate the value of corporate support

## General Responsibilities

- Promote equity, diversity and inclusion throughout all aspects of the role

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- Ensure compliance with safeguarding, health and safety, GDPR and organisational policies
- Attend meetings, events and occasional evening/weekend engagements as required
- Undertake other duties commensurate with the level and responsibilities of the post

### Person Specification

We are looking for an individual who can demonstrate the following competencies to a high level. We will be looking for evidence of all of the following key competencies during the selection process if you are shortlisted.

### Essential Experience and Skills:

- Experience of generating income, securing partnerships, winning new business or delivering against sales targets.
- Experience building and managing relationships with external stakeholders.
- Experience producing persuasive proposals, funding applications, presentations or business pitches.
- Excellent written and verbal communication skills.
- Strong interpersonal and relationship-building abilities.
- Ability to identify opportunities and take initiative.
- Strong organisational skills with the ability to manage multiple projects and priorities.
- Experience using databases, CRM systems or fundraising platforms.

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- Ability to work independently while contributing effectively within a team.

### **Essential Knowledge and Attributes:**

- Understanding of, or strong interest in, corporate fundraising, business development, sponsorship or partnerships.
- Understanding of, or interest in, CSR, ESG and social value agendas.
- Commitment to the values and mission of St Luke's.
- Genuine interest in community development and social impact.
- Professional, enthusiastic and results-focused approach.

### **Desirable:**

- Experience within the charity, voluntary or community sector.
- Experience of corporate fundraising or sponsorship.
- Knowledge of the London business community.
- Experience organising networking or stakeholder engagement events.
- Experience supporting employee volunteering or community engagement programmes.

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### Our Benefits Package

- 26 days' annual leave plus bank holidays (pro rata for part-time employees)
- Work based pension with employer contribution up to 7%
- Affordable private healthcare package including 24/7 GP helpline and 24/7 Mental Health Helpline
- Subsidised lunches
- Cycle to work scheme
- Interest free season ticket loan
- Wide range of learning and development opportunities
- 50% off membership at Nuffield Health Barbican Fitness and Wellbeing

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### How to apply

Tell us about yourself, skills and experience:

1. Application form +EDI monitoring form. Tell us why you want the job:
  - a. You can do this by filling in the application form. Your name and any other identifying characteristics will be removed by our Executive Assistant (who is not part of the hiring team)
  - b. For Section B (Your skills and experience), you can submit written answers on the form, or send us voice or video notes (two minutes maximum per question). If you choose the voice or video options, this means we are more likely to be able to identify protected characteristics, but you may prefer that to writing.
  - c. Complete our [Equality, Diversity and Inclusion Monitoring Form](#). This is voluntary, but the aim is to help us provide the best possible recruitment experience and to monitor our processes to promote diversity and inclusion in our team.

As an equal opportunities employer we welcome applications from all sections of the community. Candidates must be based in, and have the right to work in the UK.

St Luke's Parochial Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all of its employees to share this commitment. This means an Enhanced DBS disclosure will be required for this post. Please return your completed application to [recruitment@slpt.org.uk](mailto:recruitment@slpt.org.uk). For voice and video notes, please send them to this address using WeTransfer, and include your name in the title of the file so we are able to match it to the written

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application. You can send us files in the following formats: MP3, MP4, MOV, M4A (AAC).

The deadline for submitting applications is 5<sup>th</sup> October 2026.

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### The selection process and timetable

|   |                                                                                                                                                                                              |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Closing date for applications: <b>5<sup>th</sup> October 2026.</b>                                                                                                                           |
| ▼ |                                                                                                                                                                                              |
| 2 | Applications are anonymised to remove protected characteristics and minimise bias.                                                                                                           |
| ▼ |                                                                                                                                                                                              |
| 3 | Anonymised applications are passed to the hiring team.                                                                                                                                       |
| ▼ |                                                                                                                                                                                              |
| 4 | The hiring team shortlist all applications against the same criteria.                                                                                                                        |
| ▼ |                                                                                                                                                                                              |
| 5 | Shortlisted applicants are invited for interview. Please tell us if you need any adjustments at interview to make the process more accessible for you. Unsuccessful applicants are notified. |
| ▼ |                                                                                                                                                                                              |
| 6 | First round of interviews conducted on 22 <sup>nd</sup> October 2026. All candidates are assessed against the same criteria.                                                                 |
| ▼ |                                                                                                                                                                                              |
| 7 | Where necessary, a second round of interviews will be conducted. All candidates are assessed against the same criteria.                                                                      |
| ▼ |                                                                                                                                                                                              |
| 8 | The successful candidate is offered the post verbally. If they accept, they are offered the job in writing, subject to satisfactory references.                                              |
| ▼ |                                                                                                                                                                                              |
| 9 | Unsuccessful candidates are offered telephone feedback.                                                                                                                                      |

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### Terms and Conditions

#### Contract

This role is initially offered on a one-year fixed-term contract, with the potential to be extended or made permanent, based on performance and income generation.

#### Location

The post is based at St Luke's Community Centre, 90 Central Street, London EC1V 8AJ. St Luke's is committed to providing a supportive and flexible working environment, with any agreed working arrangements discussed with the successful candidate.

#### Hours of working

The post holder will be required to work for 3 days (22.5 hours) per week

#### Salary

£34,000 p/a, pro rata per annum (£20,400 actual salary)

#### Annual leave

26 days plus bank holidays, all pro rata

#### Probation

There will be a three-month probationary period.

#### Notice period

Normal notice period is one week during the probationary period and four weeks thereafter.

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90 Central Street, London, EC1V 8AJ



**@StLukesTrust**

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