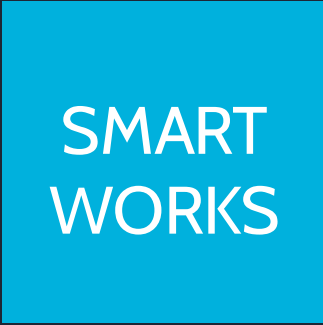


The logo for SMART WORKS, featuring the words "SMART" and "WORKS" in white, uppercase, sans-serif font, stacked vertically within a bright blue square.

SMART
WORKS

SMART WORKS GREATER MANCHESTER

Fundraising & Partnerships Manager

Salary: £30,000-£35,000 depending on experience.

Contract: Permanent

Working pattern: Full time, 9am-5pm but open to flexible working.

Location: Manchester City Centre

Closing date: 5pm on 30th September 2026



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, 68% of clients secure a job, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Manchester, Edinburgh, Birmingham, Newcastle, Reading, Bristol and Leeds. Over the past ten years, Smart Works has helped over 50,000 women, and last year alone we reached 10,600 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

In 2025 we launched our new 5-year strategy- we are aiming to build a future where every woman, at any stage of her career, can access trusted, personalised support to secure employment. We aspire to be local in feel, national in reach, shaped by the voices of women, valuing every story and every success.

More information about who we are can be found on our Smart Works website.





ABOUT THE ROLE

Smart Works Greater Manchester opened its first centre in 2015 and expanded with a second centre in Manchester city centre in 2023. Our ambition is to support more than 1,200 women each year across our two centres, helping them gain the confidence, clothing and coaching they need to succeed at interview and secure employment.

As we continue to grow our service, we are committed to ensuring that every unemployed woman across Greater Manchester is aware of and able to access the transformative support available through Smart Works.

The Partnerships & Fundraising Manager will have responsibility for all aspects of fundraising including the design and delivery of Smart Works Greater Manchester's annual fundraising strategy and activity plan with a clear purpose of ensuring our long-term sustainability. They will focus on the corporate and stakeholder partnership fundraising activity, to generate a six-figure annual income portfolio.

They will work with the Head of Smart Works Greater Manchester and the Board of Trustees to deliver the fundraising strategy, activity plan and support the organisation's long-term sustainability.

Therefore, we are looking for an energetic, creative and forward-thinking individual to join our dynamic team and ensure the long-term future of Smart Works in Greater Manchester. The role requires a self-starting and proactive approach, excellent communication and networking skills and experience in generating income.

This role will be primarily based at our Smart Works centre in Manchester city centre, with some cross-centre working at our Stockport location. As part of the wider centre team, the successful candidate will also support key events, which may occasionally require evening and weekend working. If you're passionate about supporting women, then this is an ideal opportunity for you.



DUTIES AND RESPONSIBILITIES

Reporting to Head of Smart Works Greater Manchester, the successful candidate will lead on a range of activities, including:

- Representing Smart Works Greater Manchester when working with a diverse range of stakeholders.
- Developing new ways to engage our corporate and supporter audiences.
- Managing corporate relationships and associated fundraising, building excellent relationships to forge new partnerships and generate income.
- Stewarding and growing existing partnerships, ensuring excellent relationship management to maximise engagement, retention and long-term support.
- Managing wider partnership activation plans across, including corporate volunteer opportunities.
- Working closely with the Events and Communications Lead to develop and deliver integrated fundraising campaigns, maximise supporter engagement and amplify campaign reach.
- Managing our annual fundraising campaigns such as Step Up for Smart Works, leading on corporate engagement and collaborating with colleagues to ensure successful delivery and promotion.
- Using an excellent network to identify appropriate grant opportunities, with support from Head of Smart Works GM to write grant applications, and ensuring that monitoring and reporting of progress to funders is both timely and effective.
- Delivering financial activities to target, maintaining an up-to-date database with relevant income tracking and pipeline information to facilitate regular financial reporting to the Board of Trustees.
- Working collaboratively with the wider Smart Works Greater Manchester team, including the Centre Manager, to identify and coordinate partnership opportunities such as corporate volunteering days, donation drives, client-facing activities and other engagement initiatives.
- Act as a key liaison across the organisation, working closely with other Smart Works centres and Smart Works Charity Group to ensure corporate partnerships are effectively activated, shared opportunities are maximised, and partnerships deliver meaningful benefit.
- Supporting the wider Smart Works Greater Manchester team across our two centres.

Smart Works is a community that shares a passion to empower women to thrive in work, determined to meet our aim of helping as many women as we can back into work. The successful candidate will therefore build strong working relationships across this community, with their own immediate staff team as well as other local centres across the UK and HQ in London.



SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

Essential Criteria

- Proven ability to steward, cultivate and maintain long-term relationships with funders, donors, corporate partners and other key stakeholders, ensuring high levels of engagement, satisfaction and ongoing support.
- Demonstrable experience of managing partnership stewardship activities, delivering excellent relationship management and identifying opportunities to grow and diversify support.
- Strong track record of building trusted partnerships and securing repeat investment through effective stakeholder engagement and relationship management.
- A proven track record of working with funding applications and strategies and generating income from a variety of sources
- A detailed understanding of the fundraising landscape in Greater Manchester
- Proven ability to manage relationships across varying levels of seniority and sectors
- Outstanding interpersonal, communication and presentation skills
- Target-driven, with excellent organisation and time management skills
- Creative approach to problem-solving with an entrepreneurial attitude towards fundraising
- Willingness to work as part of a dynamic team
- Self-starter with a strong track record in being proactive and flexible

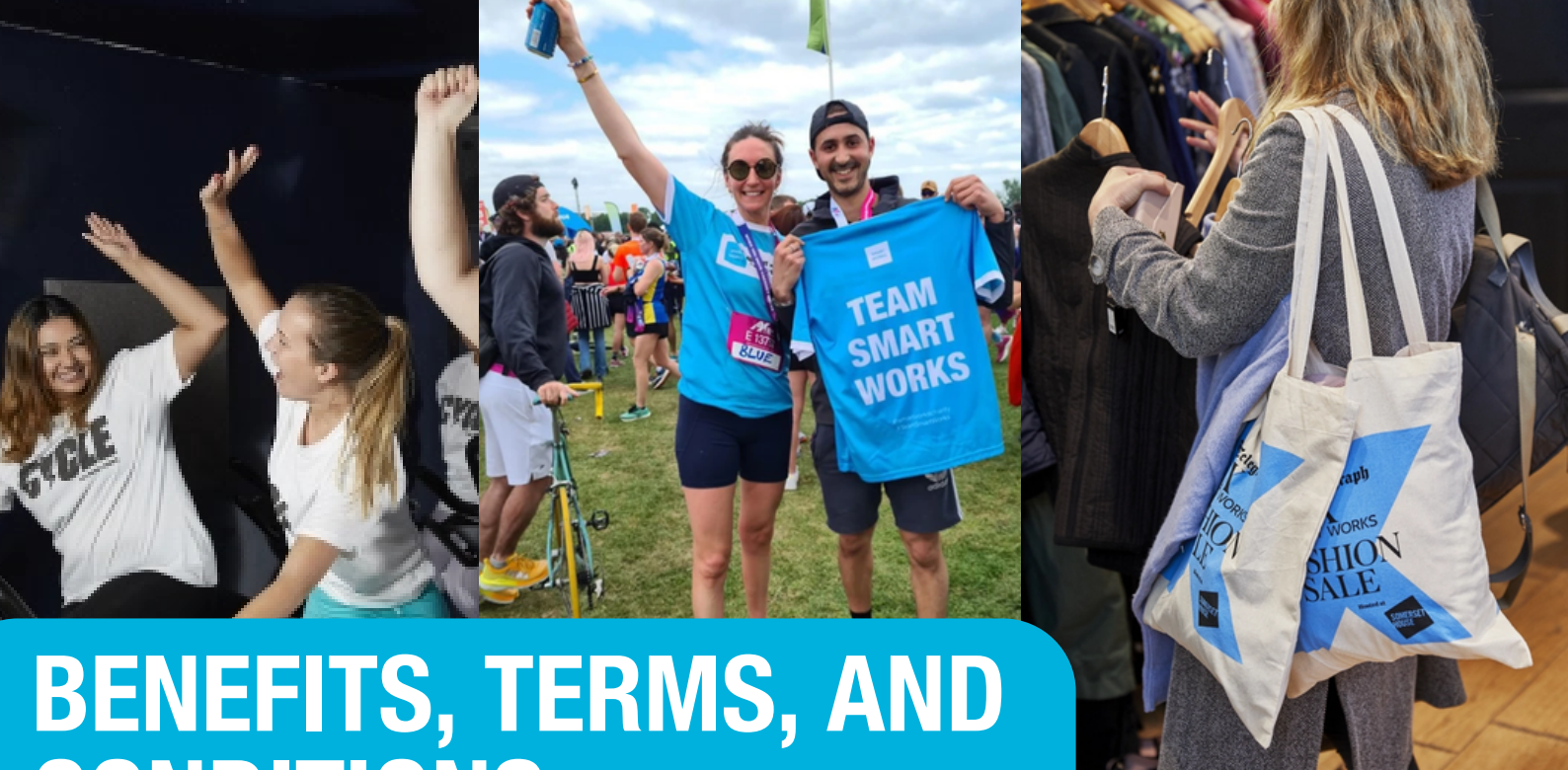
Desirable Criteria

- Ability to work with autonomy and as part of a team
- Occasionally supporting service delivery in the Manchester City Smart Works centre
- Experience of working with volunteer teams
- Willing and a flexible attitude when required to work at third party locations across Greater Manchester

General duties of a Smart Works staff 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
- Play your part in ensuring that each woman who comes through our door is treated with respect and empathy

We particularly welcome applications from black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of female unemployment as we would like to increase the representation of these groups at Smart Works.



BENEFITS, TERMS, AND CONDITIONS



- Salary of £30-£35k depending on experience.
 - Permanent.
 - Full-time role, Monday to Friday. Based in Manchester City centre, but happy to discuss flexible working at the interview.
 - Reporting to the Head of Smart Works Greater Manchester.
-
- 25 days annual leave, plus bank holidays and additional discretionary leave between Christmas and New Year
 - Healthcare cashback plan via Simply Health including money back on eyecare, dental care, prescriptions, diagnostics and more
 - Option to add a partner for a cost and up to 4 children for free
 - 24/7 wellbeing phoneline and free face-to-face counselling on referral
 - 3% Employer Pension Contribution, 5% Employee Contribution.
 - Enhanced maternity/paternity pay after 1 years service
 - Other enhanced compassionate and family leave policies to support colleagues
 - VIP access at some Smart Works sales, events and pop-up shops.
 - Positive working environment with investment in training and progression.
 - All successful applicants must provide references and complete a satisfactory Basic DBS and Right to Work check.





HOW TO APPLY

Please submit a CV and a cover letter by 5pm on Wednesday 30th September. Your application should be addressed to Victoria Cronquist, Head of Smart Works Greater Manchester.

INTERVIEWS

1st round interviews will be held the week commencing 5th October and will be virtual. 2nd round interviews will then be in person in Manchester City Centre.

ADJUSTMENTS

If you require any reasonable adjustments or alterations for the application and recruitment processes, please contact recruitment@smartworks.org.uk.

Smart Works is committed to best practice employment practices, including reducing the burden for those seeking work. Smart Works will therefore reimburse reasonable costs of travel to interviews if required.

At Smart Works we will apply suitable measures to keep your information secure in accordance with our Privacy Policy (a current version of which is available on our [website](#)).