Twitter: @EFALondon	*Facebook: EFA London*
Charity number 1133268	Company No. 6909738

English for Action

www.efalondon.org

Job Description for Partnerships Manager

Salary: £26,032 **(**£43,388 pro-rated)
Hours: 22.5 (3 days) per week
Location: UK based with regular meetings in London (at own cost at least monthly) but mostly remote working
Duration of contract: Permanent
Closing date for applications: Wednesday 30th September 2026
Skills Testing: W/C 5th October 2026 *(if this date will not be possible for you, please let us know when you submit your application; the skills test will focus on writing and budgeting).*
Interviews to be held on: Friday 9th / 16th October 2026
Reporting to: Fundraising Lead **/** Line Manager
Start date: as soon as possible post interview

Role description

The Partnerships manager plays a crucial role in securing funding and building relationships with donors to support EFA's mission. Working closely with the Fundraising Lead, Partnerships manager will be responsible for writing grant applications, developing donor relationships, and contributing to EFA's fundraising strategy.

To apply:

Please send us a covering email and your CV. Keep the email to one side of A4.

In the email please include:

- How do you meet the Candidate Specification? Please use the table below as a template and give specific examples of how you meet any of the criteria. We do not expect anyone to meet every single criterion.
- Why do you want this job?
- Why would you like to join EFA?
- Where you saw the job advertised.
- Any of your experiences relating to migration and language teaching/learning that you'd like to draw on.
- Any other relevant details.
- Please also let us know if you have any access or other requirements that we can accommodate.

Download and fill in this equal opportunities form Please attach your filled in form to your email.

Email your application to hr@efalondon.org by 11.59 pm on 30th September 2026. Please use the subject heading: 'Job application - Partnerships Manager'.

Responsibilities

Fundraising

The Partnerships manager will work closely with the Fundraising lead and share some responsibilities. You duties will include:

- **Grant Writing:** Write compelling grant applications, funding proposals, and update reports to secure funding from various sources, including trusts, liveries, and corporate foundations.
- **Research:** Identify and research a pipeline of realistic funding opportunities.
- **Donor Relations:** Develop and maintain strong relationships with existing donors and prospects, ensuring their continued support and engagement with EFA's work.

- **Fundraising Strategy:** Contribute to the development and implementation of EFA's fundraising strategy. Support on diversifying our income streams, focusing on other areas of fundraising such as statutory, corporate giving, individual giving, membership, and events.

- **Collaboration:** Liaise closely with the Executive Team, Hub Leads and Project Managers to plan and develop strong funding proposals that align with EFA's strategic objectives.

- **Database Management:** Maintain accurate records of donors, grants, and funding opportunities on Donorfy. Communicate effectively with the finance team.

- **Monitoring and Evaluation:** Help to monitor and evaluate the outputs and outcomes of our projects, and maintain accurate records of grant conditions.

Candidate specifications

We expect the applicant to meet most of the essentials listed here, and some of the desirables. Nobody meets everything! A university degree is not a requirement, and experience can be in a paid or unpaid context.

	Essential	Desirable
Qualifications Level 2 English and Maths (equivalent to GCSE A* to C or 4 and above) BA degree	✔	 ✔
Experience Lived experience of learning English as an additional language and/or migration		✔
Experience of writing successful grant applications	✔	

Proven track record with at least one other area of fundraising		✔
Experience of monitoring and evaluation	✔	
Strong research skills	✔	
Experience of using a fundraising database	✔	
Experience of developing and maintaining relationships with funders	✔	
Experience of building and maintaining relationships with colleagues across teams and departments	✔	
Knowledge Knowledge of the most pressing issues and challenges facing migrants living and working in London		✔
Knowledge of the UK charity sector	✔	
Knowledge of UK trusts and foundations	✔	
Knowledge of public sector education funding and/or EU funding		✔
Strong written and verbal communication skills	✔	
Organisation skills and IT skills	✔	

Qualities:

- Attention to detail and ability to manage multiple tasks and deadlines effectively.

- Excellent written and verbal communication skills, capable of building and maintaining strong relationships with donors, partners, and colleagues.
- A genuine interest in EFA's mission and a positive, can-do attitude.
- Dedicated to achieving measurable outcomes and meeting fundraising targets.
- Ability to work collaboratively with colleagues and motivate team members to achieve shared goals.
- Strong analytical skills and the ability to identify and address challenges effectively.
- Committed to creating a diverse and inclusive work environment that values different perspectives and experiences.
- Passionate about social justice and committed to creating a more equitable world.
- Ability to thrive in a dynamic environment, adapting to changing priorities and challenges.
- Open to working in a flat, non-hierarchical structure and fostering a collaborative team culture.
- Aligned with EFA's core values and principles values and principles.

About EFA

English for Action provides free, participatory, and empowering English for Speakers of Other Languages (ESOL) classes for migrants in London. Our classes are spaces to build community and support students to organise collectively around issues like employment and housing rights. Our work currently supports around 400 adult migrants across London. We've become a national centre of good practice for a radical participatory approach to ESOL, informed by the work of Paulo Freire, and we share this approach through training, research and partnerships.

Organisation: We are a staff team of 11 people supported by a larger team of volunteers and 8 trustees. EFA promotes shared leadership and collaboration and we aim for our organisational structure to reflect this. In the last 4 years we've transitioned away from having a CEO to an executive team to oversee operations and decision-making. As a charity, ultimate responsibility for, and control of, the organisation lies with the Board of Trustees.

Fundraising at EFA: The majority of EFA's funding comes from charitable trusts and foundations but we are also funded directly by some of our partner institutions to provide courses for their members. We receive some local authority/EU funding

as well. We raise additional funds through individual giving, corporate relationships and earned income. We are keen to explore new areas of fundraising and/or develop some of our less well established income streams.

EFA employee benefits include:

- Pension scheme with employer matched contribution, currently at 6%.
- Pay rises in line with inflation wherever possible (we have a flat pay structure).
- Tech and cycle scheme.
- Flexible working possible based on your needs.
- Continuous Personal Development actively encouraged and training opportunities explored.
- Enhanced Annual Leave. Employees receive 24 days' annual leave per annum (pro rata for part-time employees) during their probationary period. Upon successful completion of probation, this increases to 28 days per annum (pro rata), plus bank holidays (pro rata where applicable). Some restrictions apply regarding when annual leave can be taken to ensure service delivery.
- In addition, EFA provides an extended Christmas closure, giving staff 7 additional days of paid leave over the festive period (typically from around 20 December to 3 January), offering an extended opportunity to rest and recharge.
- Full entitlement to days off for sickness (including mental ill-health), compassionate leave, bereavement leave, and parental leave.
- Enhanced maternity/paternity/adoption/shared parental leave pay.
- Enhanced sick pay.
- Well being allowance.
- Collaborative decision making on organisational strategy and practice.
- Working within an organisation that makes a huge difference in communities across London and the UK.

Equal opportunities

EFA strives to apply equal opportunities principles both in its recruitment and in its work. We oppose all forms of unlawful or lawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender, sexuality, marital status, religion, age or disability.

The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application materials and their interview.

We would particularly like to encourage applications from people of colour / black or brown people, who are currently underrepresented in EFA (as well as the non-profit sector as a whole). As an organisation which works with migrant ESOL learners, we also particularly welcome applications from people who have experienced moving to the UK, people who have learnt ESOL before and people who have English as an additional language.

Where two or more candidates are judged to be of equal merit, priority may be given to a candidate who belongs to a less well-represented group.

Get in touch if you'd like to chat informally about any aspect of this job description or the role:

Email: Gina Rodriguez (HR Lead), Email: **gina@efalondon.org**