

**SMART
WORKS**

SMART WORKS GREATER MANCHESTER

Partnerships Development 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: 9am on 29th October 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, we are looking for an organised, proactive and confident relationship-builder to help strengthen our network of corporate partners, funders, supporters and stakeholders across Greater Manchester.

The Partnerships Development Manager will play a key role in developing and maintaining meaningful relationships that support the long-term sustainability of Smart Works Greater Manchester. Working closely with the Head of Smart Works Greater Manchester, the successful candidate will identify new opportunities for support, nurture existing partnerships and communicate the impact of our work through compelling proposals, reports and presentations.

This role will lead on the development, growth and stewardship of corporate partnerships, creating tailored, mutually beneficial relationships that align with corporate partners' strategic objectives, employee engagement goals and social impact priorities. The postholder will be responsible for delivering a significant income target, managing a six-figure fundraising portfolio and ensuring strong account management of key corporate supporters and funders.

The role will also play a key part in the development and delivery of Smart Works Greater Manchester's fundraising events programme, securing sponsorship, driving attendance and income, and building strong relationships with event supporters and corporate partners.

The role will also include line management responsibility for members of the Partnerships team, helping to develop a collaborative, high-performing culture and ensuring the effective delivery of partnership and income-generation activities.

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 occasionally support events, which may require some evening and weekend working.

If you are passionate about helping women succeed and enjoy building relationships that create positive social impact, we would love to hear from you.



DUTIES AND RESPONSIBILITIES

Reporting to the Head of Smart Works Greater Manchester, the successful candidate will be responsible for:

Partnership Development & Relationship Management

- Build and maintain strong relationships with existing partners, supporters, funders and stakeholders.
- Identify, secure and develop new partnership opportunities to support the growth and sustainability of Smart Works Greater Manchester.
- Act as an ambassador for Smart Works Greater Manchester at meetings, events and networking opportunities.
- Ensure partners and supporters receive excellent stewardship, communication and engagement, helping them feel connected to the impact of their support.
- Coordinate partnership activity and ensure all commitments are delivered effectively.
- Work collaboratively with partners to develop mutually beneficial opportunities, including volunteering, fundraising, events, donation drives and awareness-raising activities.
- Share compelling client stories, outcomes and impact with partners and supporters, helping them understand the difference their support makes and strengthening long-term engagement.
- Maintain accurate records of partnership activity, engagement and pipeline opportunities.
- Lead the development and delivery of the corporate partnerships programme, creating bespoke partnership opportunities and managing a pipeline of prospective and existing corporate partners.
- Line manage designated team members, providing support, coaching and performance management to ensure objectives are achieved.

Proposal Writing & Funding Support

- Translate impact data, client outcomes and case studies into compelling narratives that inspire support and demonstrate the value of Smart Works Greater Manchester's work.
- Research funding, partnership and sponsorship opportunities.
- Develop high-quality proposals, funding applications, partnership pitches and impact reports.
- Support grant applications and funding submissions.
- Gather impact data, outcomes and case studies to demonstrate impact.
- Support funder reporting and partner updates.

Income Generation & Fundraising

- Oversee delivering a six-figure annual income target across a range of income streams.
- Develop and implement fundraising and partnership plans that support the sustainable growth of Smart Works Greater Manchester.
- Monitor income performance, partnership pipelines and fundraising outcomes, providing regular reporting and forecasting.
- Identify opportunities to diversify and increase income through corporate partnerships, sponsorship, grants and supporter engagement initiatives.

Supporter Engagement & Campaigns

- Lead and support the delivery of fundraising campaigns and events, including Step Up for Smart Works and other income-generating initiatives.
- Work closely with the Events and Communications Lead to maximise sponsorship, engagement, participation and fundraising income.
- Identify opportunities to secure event sponsors, table sales, prize donations and corporate participation.
- Help to identify new ways to engage businesses, supporters and community stakeholders.
- Support the development of communications, impact stories and content that demonstrate the impact of Smart Works Greater Manchester.
- Represent Smart Works Greater Manchester at fundraising and networking events, building relationships with supporters and potential partners.

Internal Collaboration

- Collaborate across Smart Works Greater Manchester to maximise partnership opportunities and achieve organisational objectives.
- Act as a key liaison between local partners, the wider Smart Works network and Smart Works Charity.
- Support activities across both Greater Manchester centres as required.



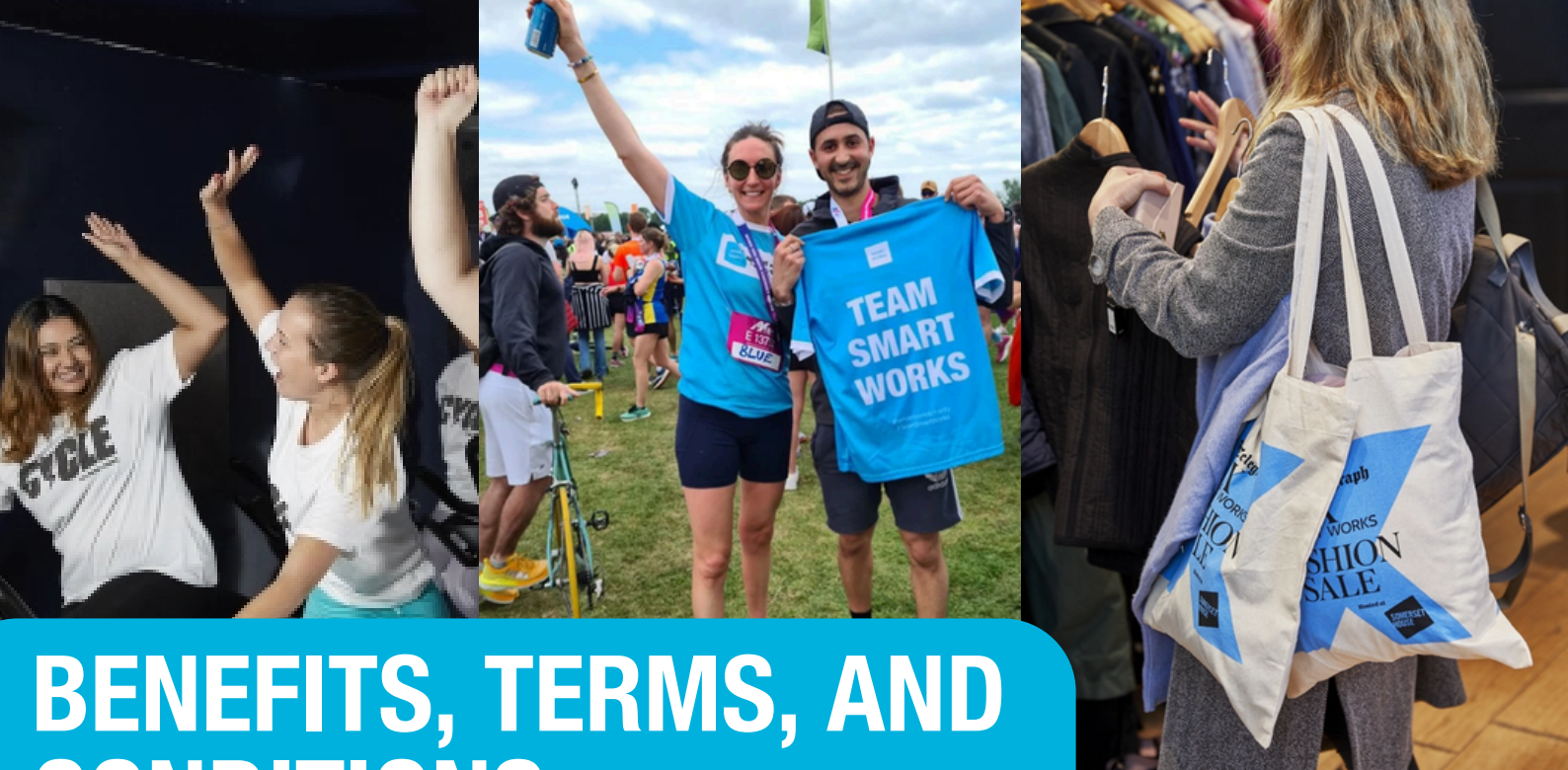
SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

Essential Criteria

- Proven experience developing, nurturing and managing corporate partnerships or strategic external relationships that deliver income and organisational value.
- Demonstrable experience of achieving or contributing towards significant income-generation targets.
- Experience of identifying opportunities, generating leads, and developing and managing a partnership or fundraising pipeline.
- Experience working confidently within corporate environments, engaging senior stakeholders, and representing an organisation at presentations, networking events and stakeholder meetings.
- Experience of line managing, supervising or supporting team members.
- Commercial awareness and the ability to identify mutually beneficial partnership opportunities.
- Strong written communication skills, including experience writing proposals, reports, presentations, bids or other persuasive documents.
- Excellent organisational skills and the ability to manage multiple priorities effectively.

Desirable Criteria

- Experience within fundraising, philanthropy, trusts and foundations, sponsorship or corporate partnerships.
- Experience supporting grant applications, bid writing and funding proposals.
- Knowledge of the Greater Manchester voluntary, community, charitable or corporate sector landscape.
- Experience working in a charity or social impact organisation.
- Experience coordinating volunteers, events or supporter engagement activities.
- Willingness to occasionally work evenings and weekends to support events and partnership activities.
- Experience managing six-figure income portfolios, budgets or fundraising targets.
- Experience working with CSR, ESG, DEI or employee engagement teams within corporate organisations.



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.
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- 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 use our portal to submit a CV and answer the following questions by 9am on Thursday 29th October.

- Yes please. Tell us why you are interested in this role and why you believe you are a strong fit for Smart Works Greater Manchester. Please refer to your relevant skills, experience and values, and what particularly appeals to you about our mission.
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- Please describe a corporate partnership that you secured or grew which generated significant income for your organisation. How did you identify the opportunity, develop the relationship, secure the support, and what was the financial and wider organisational impact?

INTERVIEWS

1st round interviews will be held the week commencing 2nd November and will be virtual. 2nd round interviews will then be in person in Manchester City Centre week commencing 9th November.

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](#)).