

CHOOSE LOVE

Job Description

Job Title: Partnerships Team Assistant

Reports to: Director of Partnerships & Fundraising

Location: London - Hybrid working practices in place - however, at least three days in the office, including Wednesdays

Contract: Permanent – Full Time (37.5 Hours per week)

Salary: £30,000 - £35,000

About Us

Choose Love supports refugees and forcibly displaced people worldwide, ensuring they have what they need when needed. Our support ranges from lifesaving search-and-rescue boats to hot, nutritious food, clothing, and legal advice. We're a small, agile, and ambitious team powered by our vision of a world that chooses love and justice every day for everyone.

Summary of role

We're looking for a motivated team assistant to join our collaborative and dynamic Partnerships team. You will play a key role in supporting the Partnerships team in achieving Choose Love's ambitious fundraising goals while driving engagement and increasing awareness.

Our perfect candidate will be a team player, very organised, and have great attention to detail. In this role, you'll be an important coordinator for the team, ensuring our systems and processes work seamlessly and that our supporters feel valued and inspired at every step of their journey. You will be working within a fast-paced environment, confidently managing a varied workload and engaging professionally with high-profile, corporate and community stakeholders. You'll be instrumental in helping our team to reach our ambitious fundraising targets and will contribute across the full breadth of the Partnerships function, supporting corporate partnerships, brand and merchandise collaborations, talent engagement, and events.

Responsibilities

This role focuses on three core areas: partnership development, events and supporting the Choose Love shop campaign.

Partnership Development

- Provide day-to-day administrative and operational support to the Partnerships team to help deliver annual fundraising targets.
- Track partnership deliverables, timelines, and financial commitments to ensure campaigns are on schedule and targets are met.
- Working on every phase of partnership acquisition and maintenance, including preparing documents and presentations, supporting the preparation and exchange of legal agreements, liaising with the communications team to ensure agreed comms are going out correctly and promptly, supporting through launch moments, logistics and coordinating talent involvement, as appropriate.
- Work closely with the internal Risk & Assurance team to ensure all due diligence is undertaken on partnerships.
- Liaise with the team to keep up to date on all Partnerships' projected income and maintain the financial tracker sheet of incoming funds, to be regularly shared with the Finance and Programmes Teams.
- Conduct research into prospective partners, brands, and talent and help prepare pitch materials and support outreach activity.
- Maintain accurate and up-to-date records of partner interactions within CRM systems.
- Act as a key point of contact for partners, VIP supporters, and collaborators, ensuring professional, timely communication, including meeting coordination and follow-up.
- Support on managing talent relationships and outreach, maintain an up-to-date directory, share reports and thank yous and be a point of contact for high-profile individuals supporting Choose Love's work.

Events

- Support Choose Love events, including event logistics and guestlist management.
- Help to run festival stalls and ad hoc merch pop-ups: support with coordinating volunteers, planning and production.
- Coordinate and support corporate volunteers at ad-hoc events throughout the year and support corporate partners when they host events supporting Choose Love.

Choose Love Shop

- Support the Choose Love Winter fundraising campaign in all administrative activities.
- Manage the volunteer system and ensure the volunteer experience is smooth and positive.
- Meet other VIP volunteers and ensure they are looked after.
- Support the management of events in the shop, including the launch party and other stakeholder events such as the annual Foundation4Change beauty sale.

About You:

- Highly organised and process-driven, as you'll be assisting a busy team.
- A can-do attitude and solution-focused approach to work.
- Warm and friendly manner, and enjoy building relationships.
- Enthusiastic to get involved with all aspects of this varied role, to learn and grow within the organisation
- Confident in communicating professionally with VIPs and stakeholders.
- Always one step ahead, pre-empting the needs of the team and requirements of an event or partnership.
- Flexible and happy to work out of hours when needed.

Essential criteria include:

- Excellent verbal and written communication skills with the ability to adapt style appropriately and deal with supporters and external stakeholders at all levels.
- Strong administrative skills and experience.
- Demonstrable experience of supporting a high-functioning, energetic team.
- Excellent time-management, attention to detail and prioritisation skills.
- Ability to work under pressure, manage time effectively and be able to prioritise workload.
- Knowledge of Choose Love's work and an interest in the subject of forced displacement.
- Commitment to Choose Love's values and working to improve the lives of refugees and displaced people around the world
- Committed to embedding an equality, diversity and inclusion lens in all your work.
- Flexible and happy to work out of hours when needed

Desirable Criteria but not essential;

- Experience within the charitable sector.
- Able to travel, including some international travel when needed.

People are at the heart of what we do, so you will be someone who is able to work with a variety of colleagues and partners as part of the role.

Role information

Salary & Benefits

Salary: £30,000 to £35,000 plus pension

Contact Information

To explore the opportunity further or for any queries, please contact People@choose.love.

How to apply

Interested candidates are invited to apply by providing a CV and cover letter evidencing your ability to match the criteria outlined in the role competencies. Ensure your letter includes details of your latest salary and notice period. Please send all applications to the following email address: people@choose.love by 12 pm on 3rd April 2026

Pre-employment checks

Employment with Choose Love will be subject to the following checks before your start date:

- a satisfactory Disclosure and Barring Service (DBS) check
- receipt of two satisfactory references

Choose Love is committed to building an inclusive and diverse organisation and welcomes applications from all community sections. If you need us to make an adjustment or provide additional support as you apply for a role, please email people@choose.love to discuss this in further detail.