bipolar UK

Senior Partnership Officer Recruitment Pack

Closing date: Tuesday 1 September 2026

About Bipolar UK

What we do

Bipolar UK is the only national charity dedicated to empowering individuals and families affected by bipolar. At the heart of our work is peer support, and each month we reach around 10,000 people with the ambition to reach thousands more.

Our integrated service includes:

- A hybrid network of 90 local peer support groups, both online and in person, facilitated by trained and supported volunteers
- A moderated eCommunity with over 15,000 members, offering a safe space for connection and shared experience
- One-to-one peer support via telephone and email
- Research partnerships focused on improving treatments and outcomes for bipolar
- A wide range of information and resources available on our website
- Campaigns for better diagnosis and access to specialist care, including our 'Maybe it's bipolar?' campaign

Why we exist

Bipolar is one of the most significant mental health challenges of the 21st century:

- Over one million people in the UK live with bipolar - that's 1 in every 50 people
- Having bipolar increases a person's risk of suicide by at least 20 times
- On average, it takes 9.5 years to get a correct diagnosis
- Bipolar has a profound and lasting impact on families and friends
- 56% of people living with bipolar receive no treatment or support
- People affected by bipolar need specialist support and services

The role

Key details

- **Job Title:** Senior Partnership Officer
- **Location:** Home-based (occasional travel to events and team meetings required)
- **Salary:** c. £35,000, depending on experience. 35 hours per week. 25 days annual leave (plus Bank Holidays)
- **Reporting to:** Strategic Partnership Manager (SPM)

Summary

The Senior Partnership Officer will play a pivotal role in building, strengthening and diversifying Bipolar UK's high-value relationships, with a particular emphasis on corporate fundraising, corporate relationship development, and identifying strategic, mutually beneficial collaborations that support the charity's long-term needs.

Working closely with the Strategic Partnership Manager, you will manage and grow our portfolio of major donors, corporate supporters, and strategic partners. You will provide exceptional stewardship, ensuring partners feel valued, engaged, and inspired to deepen their relationship with us.

A key part of the role will involve proactively identifying and cultivating new corporate prospects, developing compelling propositions, crafting funding proposals, and pitching confidently to decision-makers at all levels. You will help implement robust cultivation plans and ensure effective monitoring and evaluation across all partnership activity.

You will also work collaboratively across the wider fundraising team, including supporting campaigns, events, and individual giving where needed.

This is a home-based position with travel required for meetings and events across the UK. Some evening or weekend work may be required.

> **Thank you to you all at Bipolar UK for all that you do - it's a lifeline.**

Key responsibilities

1. Growing corporate and strategic partnerships

- Drive the growth of corporate fundraising through proactive identification, research and cultivation of new corporate prospects.
- Develop innovative, mutually beneficial partnership opportunities, including Corporate Social Responsibility (CSR), Charity of the Year, sponsorships, staff fundraising, corporate challenge events, payroll giving and cause-related marketing.
- Create compelling propositions tailored to corporate audiences.
- Lead and support pitches to secure long-term, strategic and income-generating partnerships.
- Collaborate with internal teams (e.g., Services, Communications) to co-design new partnership concepts, projects or services that align with charity priorities.
- Support the development of partnership agreements and ensure expectations, deliverables and benefits are clearly defined.
- Working to a mutually agreed financial target and using the CRM to track and record relevant data to grow our donor pipeline.

2. Strengthening high-value donor and partner stewardship

- Deliver excellent relationship management to major donors, corporate partners and strategic allies.
- Provide regular updates on impact and organisational achievements to deepen engagement.
- Organise meetings, briefings, events and engagement opportunities to showcase our work.
- Maintain accurate and comprehensive records of all interactions on Salesforce.
- Create tailored materials, proposals and events to support ongoing partnership activity.
- Represent Bipolar UK through presentations at corporate and partner events.
- Track performance and impact of partnerships, supporting continuous improvement.

3. Supporting wider fundraising

- Work collaboratively with the SPM, fundraising team and wider team to maximise fundraising opportunities across all income streams.
- Provide hands-on support for individual giving campaigns, events and community fundraising when needed.
- Contribute to team planning, cross-team projects, and organisational initiatives.

Person specification

Strengths

You will thrive in this role if:

- You are an exceptional relationship-builder with the confidence to engage senior stakeholders and corporate leaders.
- You bring creativity, energy and ambition to developing powerful partnership ideas.
- You are an excellent communicator - skilled in writing compelling copy and delivering persuasive pitches.
- You are a proficient user of professional social media platforms such as LinkedIn to support your work.
- You are an engaging public speaker, confident at events, in meetings and online.
- You are methodical, analytical and data-driven, with strong record-keeping and reporting discipline.
- You are adaptable, organised and calm under pressure - thriving in a small, fast-paced organisation.
- You enjoy autonomy, value professional development, and proactively shape your own work.
- You are reliable, detail-focused, deadline-driven and comfortable working remotely with minimal supervision.
- You have a keen understanding of the charitable sector in the UK.

Person specification

Skills and experience

Essential:

- Minimum 2 years' experience in major donor fundraising, corporate fundraising or partnership development.
- Proven track record of generating new business at 5 and 6 figure levels - from prospecting through to securing partnerships.
- Experience working to, and achieving, income targets.
- Strong understanding of the corporate sector, CSR and corporate fundraising mechanisms.
- Excellent written and verbal communication skills, with experience delivering pitches and proposals.
- Excellent project and time-management skills.
- Understanding of ethical fundraising and GDPR compliance.
- Experience using Salesforce or a similar CRM.
- Confident user of Microsoft Office and quick to adopt new technologies.

Desirable:

- Experience within a mental health or health-related charity.
- Understanding of bipolar gained through lived experience or supporting a friend or family member.

Other information

The main tasks may be amended from time to time to reflect evolving organisational needs. Changes will be made in consultation with the post holder.

The post holder must comply with Data Protection, Health & Safety, and Equality & Diversity legislation, and follow all organisational policies and best practice.

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How to apply

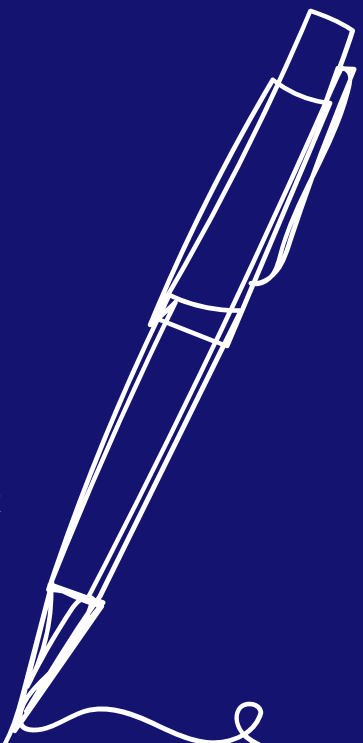
To apply, please complete your application on CharityJob by 5pm on Tuesday 1 September 2026. If we have a high level of responses, we may close applications sooner so if you meet the criteria, please apply as soon as possible.

Your covering letter (max two A4 pages) should outline:

- how your experience matches the person specification
- what you would bring to the role
- why you want to work for Bipolar UK

We aim to hold interviews w/c 14 September, either online or in person. Please note the final appointment is subject to satisfactory references and an enhanced DBS check.

Good luck and thank you for your interest in supporting Bipolar UK's vital work.

Stay in touch

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