Fashion AS A FORCE for good

SMART WORKS

SMART WORKS CHARITY PARTNERSHIPS EXECUTIVE

Salary: £30,784
Contract: Permanent
Working pattern: Full time, 9am-5pm but open to flexible working.
Location: London with expectation to be in the office at least two days a week
Closing date: 23rd November 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 within a month, 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

The Smart Works Partnerships Team raises income through a diverse range of fundraising streams including corporate partnerships, trusts and foundations, individual giving, community fundraising, events, and major donor relationships. As we grow our impact, we are looking for a Partnerships Executive to support the development and delivery of partnerships across multiple income streams, helping to secure sustainable income and build long-term support for our work.

The Partnerships Executive will play a key role in managing and developing Smart Works' relationships with external supporters and work closely with internal stakeholders. You will work collaboratively with colleagues across the Partnerships team to deliver an ambitious income target and provide outstanding experiences for our partners.

Working with the Corporate Partnerships team, you will take the lead on coordinating corporate volunteering initiatives — liaising with partners and internal teams to create meaningful and well organised experiences. In addition, you will support the delivery of large, strategic partnerships and play an active part in supporting new business development activity - researching opportunities within priority sectors and managing inbound partnership queries and donations.

Working closely with the Events and Community team, you will assist with our calendar of sporting challenges and ensure fundraisers are supported throughout their journey. There will also be opportunities to support Smart Works Pop up Shops and Fashion Sales. This role will also support the Philanthropy Manager on the delivery and growth of our Fashion Club membership programme, ensuring members receive an excellent experience through high-quality administration, engaging communications, and well-executed events.

The postholder will provide flexible support across the Partnerships team, contributing to the delivery of activities and projects across multiple income streams and work collaboratively with colleagues across Service Delivery, Communications and Marketing, and support functions to deliver excellent supporter experiences, maximise fundraising opportunities, and ensure the successful delivery of partnerships, events, and other income-generating activities.

The Fundraising and Partnerships team is based across our North and South London centres. This hybrid role involves regular in-centre work, with flexibility required for meetings and events alongside the ability to work from home. Some evening and weekend work is required to support partnership events and activities in line with Smart Works TOIL policy.

DUTIES AND RESPONSIBILITIES

The successful candidate will split their time across all areas of the Partnerships team.

Corporate Partnerships

- Management of the Partnerships inboxes, ensuring enquiries are responded to promptly and effectively, and introducing efficiencies and automation to ways of working.
- Lead on the coordination and delivery of corporate volunteering opportunities for existing partners and manage new volunteering enquiries from prospective supporters.
- Support with the delivery of larger strategic corporate partnerships while managing and developing a small personal portfolio of corporate partners, delivering excellent stewardship, building strong relationships, and identifying opportunities to grow engagement, retention, and income.
- Assist the development of the corporate new business pipeline by researching, identifying, and cultivating prospective partners within priority sectors, in line with strategic objectives set by the Head of Corporate Partnerships.

Individual Donors and the Smart Works Fashion Club

- Membership cultivation & administration, including maintaining accurate records, processing memberships, and responding to member enquiries.
- Support the Philanthropy Manager with delivery of member stewardship and marketing communications to maximise engagement and retention within the Fashion Club.
- Assist with the planning and delivery of Fashion Club events, including event administration, logistics, and attendee communications.

Events

- Assist with event administration, participant communications, registration processes, and stewardship of sporting event participants
- Conduct supplier outreach and provide administrative, logistical and event-day support to the Events Team in delivering our Smart Works Pop up Shops and Fashion Sales, as needed.

General

- Coordinate internal and external meetings, ensuring effective scheduling and communication with stakeholders.
- Provide support for wider partnerships team cultivation events and donor visits to centres.
- Provide flexible support across the fundraising team as required, contributing to the successful delivery of activities and projects across multiple income streams.
- Work closely with regional colleagues and other Directorates such as Communications and Marketing to support Partnership delivery.






SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

Essential Criteria

- Demonstrable ability to manage multiple projects, priorities or relationships simultaneously, with strong organisational and time management skills.
- Strong IT skills, including proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint) and the ability to quickly learn new systems and databases.
- Excellent verbal and written communication skills, with the ability to build relationships and adapt communications for different audiences.
- Strong prioritisation skills and attention to detail, with experience of maintaining accurate records, managing administration, planning and producing reports and/or proposals.
- Ability to work collaboratively with colleagues and external stakeholders to achieve objectives.
- Proactive, self-motivated, and able to manage a varied workload effectively.
- A strong interest in the charity sector and a passion for the Smart Work's mission and impact.

Desirable Criteria

- Understanding of partnership management, including the opportunities and challenges of delivering multi-faceted partnerships.
- Experience working or volunteering within fundraising, the charity or non-profit sector.
- Experience supporting or coordinating partnerships, volunteering programmes, events, or supporter engagement activities.
- Knowledge of, or interest in, fundraising and partnership development.
- Understanding of the UK charity sector and the role of different fundraising income streams.
- Experience using a CRM or supporter database to manage relationships and track activity.

We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching Smart Works needs with the skills and experience of candidates. These decisions are made irrespective of age, race (including colour, nationality, ethnicity and national origin), disability (including hidden disabilities), sex, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, and sexual orientation. We are keen to encourage a diverse range of perspectives, skills, experience and knowledge within Smart Works Charity.

General duties of a Smart Works staff member

- Represent Smart Works 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.







BENEFITS, TERMS, AND CONDITIONS

WE SHOW THE SALARY EMPLOYER

- Salary of £30,784.
- Permanent.
- Full-time role, Monday to Friday. Based across our London centres with the expectation to be in office at least two times per week. Happy to discuss flexible working at the interview.
- This role supports a matrix team structure. Reporting to the Head of Corporate Partnerships, and has dotted-line reporting into the Head of Events and the Philanthropy Manager.

- 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.

Simplyhealth



HOW TO APPLY

To apply, please submit a CV and cover letter (no longer than two pages) through our recruitment system by **5pm on 23rd November 2026.**

Your application should be addressed to Helen Nelson (Head of Corporate Partnerships).

INTERVIEWS

First round interviews will be held between **1st and 2nd December** via Teams. Second round interviews will be held on **7-8th Decembe**r at our North London centre. If you are unable to attend a virtual interview for any reason, please let us know by contacting recruitment@smartworks.org.uk to discuss another arrangement.

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).