

## JOB DESCRIPTION

<b>Job Holder</b>	
<b>Job Title</b>	Senior Partnerships Coordinator (Corporates)
<b>Location</b>	London Scottish House 85 Horseferry Road, London, SW10 2DX
<b>Reports to</b>	Benjamin Owen, Partnerships and Marketing Manager (Corporate Lead)
<b>Direct reports</b>	N/A
<b>Main Purpose of the Role:</b>  <p>The Senior Partnerships Coordinator will play a crucial role in driving the Trust's ambitious corporate fundraising strategy for 2025–2027. This role supports the Partnerships and Marketing Manager in building strong, lasting relationships with corporate partners while directly contributing to income growth and brand visibility. Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• <b>Strengthening existing partnerships:</b> Deliver high-quality relationship management, ensuring partners feel valued, engaged, and connected to the Trust's impact.</li> <li>• <b>Securing new partners:</b> Identify and cultivate opportunities, preparing compelling applications, proposals, and presentations that attract new corporate support.</li> <li>• <b>Delivering impactful marketing:</b> Create and implement high-quality marketing materials and campaigns tailored to each corporate partner, raising awareness of the Trust's work and achievements.</li> <li>• <b>Supporting events:</b> Plan, organise, and deliver corporate and in-aid fundraising events that maximise engagement, income, and in-kind support.</li> </ul>	
<b>Key Tasks and Responsibilities:</b>  <p><b>Corporate Fundraising and Relationship Management</b></p> <ul style="list-style-type: none"> <li>• <b>Managing renewals and repeat funding:</b> Provide high-quality support to existing strategic corporate partners, including drafting update emails, impact summaries, and reports; organising catch-ups; and delivering of high impactful and well organised “seeing is believing” events.</li> <li>• <b>Grant administration and reporting:</b> Lead the preparation of fundraising reports and manage grant administration for corporate accounts.</li> <li>• <b>Securing new partners:</b> Identify and secure new key corporate strategic partners, including those with corporate grant-making vehicles, by preparing applications, proposals, and presentations.</li> <li>• <b>Crowdpleasers / Building Future Skills (BFS) strategy:</b> Support the development and implementation of CYT's Crowdpleasers strategy, including identifying potential targets and selling BFS to built environment partners.</li> <li>• <b>First-point-of-contact management:</b> Together with the Partnerships and Marketing Manager, Senior Partnerships Manager, and Central Resources team, ensure proactive management of all initial contacts with prospective corporate partners and funders, directly escalating funding opportunities and triaging in-kind opportunities appropriately.</li> </ul> <p><b>Marketing to Support Funder Engagement</b></p> <ul style="list-style-type: none"> <li>• Develop and deliver tailored marketing content and plans, including case studies, social media posts, images, and videos, to engage corporate funders, strengthen relationships, and highlight the Trust's impact.</li> </ul> <p><b>Events and In-Aid of Fundraising</b></p> <ul style="list-style-type: none"> <li>• Maintain and support a suite of professional resources and collateral to ensure efficient and high-quality delivery of in-aid fundraising events, maximising return on investment.</li> <li>• Support the planning and delivery of in-aid fundraising activities, ranging from small-scale events (e.g., bake sales) to large-scale events (e.g., golf days) and challenge events (e.g., the London Marathon), providing professional support to external partners to maximise income from each initiative.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Representing the Trust at relevant industry and non-industry events.</li> </ul> <p><i>Additional duties as agreed with the Partnerships &amp; Marketing Manager/Head of Partnerships.</i></p>	

**Safeguarding:**

Construction Youth Trust takes the safeguarding of young people extremely seriously and all Trust staff have a duty to protect the welfare of young people with whom we work. All staff have responsibility to act in accordance with the Trust's safeguarding policy and protocols at all times.

**CRM:**

Construction Youth Trust is committed to ensuring all relevant information being promptly recorded and updated on the Trust's CRM system. All staff have responsibility to ensure a good working knowledge of the CRM system and to update the database promptly and accurately.

I confirm that I have read the above job description and I fully understand and accept the role and responsibilities as described.

**Job Holder:****Date:**