

PERSON SPECIFICATION

Role: Senior Partnerships Coordinator

Date: January 2026

Qualities REQUIRED	ESSENTIAL	DESIRABLE
Attainment/Qualifications		
Good educational background (A-levels or equivalent level 3; good standard of English and Maths achieved)	X	
Knowledge & Experience		
Knowledge and experience in a charity fundraising role	X	
Experience of relationship management and stewardship processes	X	
Experience delivering presentations and/or public speaking to external audiences	X	
Experience in grant administration, including writing thank yous and completing due diligence		X
Proven track record of generating income from corporates		X
Experience or knowledge of marketing, including writing social media posts and case studies		X
Knowledge of the construction & built environment sector		X
Abilities		
Excellent interpersonal & relationship building skills	X	
Highly organised and systematic with excellent attention to detail	X	
Proven ability to identify and develop income generation opportunities and bring fundraising opportunities and negotiations to a successful conclusion	X	
Persuasive communication skills, both written and oral	X	
Proven ability to work efficiently and at pace	X	
Ability to manage multiple projects/tasks simultaneously while remaining calm under pressure	X	
Team player who can collaborate successfully at multiple levels	X	
High level of IT literacy including Microsoft office	X	
Highly credible with confidence, gravitas and ability to influence at a high level		X
Exhibits a proactive approach to work, able to identify and confidently address existing issues or areas for improvement.		X
Good understanding of and ability in the legal and regulatory aspects of charity fundraising esp. corporate fundraising e.g. agreements, tax implications		X
Motivation & Personal Attributes		

A genuine enthusiasm for social mobility and creating opportunities for young people, particularly by working with and influencing external partners	X	
Passionate about a high level of external client care and responsiveness	X	
Hard-working, self-motivated and a can-do approach	X	
A high level of determination, drive and ambition to achieve	X	
Professional appearance	X	