

Partnerships Manager (Corporate Accounts).

Location: Moorgate, London

Start date: Negotiable for the successful candidate

Salary: £26,000 - £32,000, depending on experience

Details: Full time, permanent, hybrid working

Application deadline: Closing when enough applications are received - so apply early with your CV and cover letter

Overview

Are you passionate about helping diverse and underrepresented young people to enter the world of work?

You will be responsible for providing end to end support to our key corporate partners. You will lead on student events, managing clients, project managing the delivery of Uptree's services, creating compelling proposals, data reporting, creative writing, and at least 10% of your time will be allocated to continuous professional development

Let's paint the picture for you!

Uptree was founded to put an end to inequality of opportunity, where no young person is left behind on their journey from education to employment.

We're on a mission to be the leading platform providing young people with free careers education and experiences of work to drive equality of opportunity for all.

Check out [our website](#) to find out more about us, our values and our outreach.

What will you do in this role?

Relationship Management

You'll have regular meetings with our Partners, and will be responsible for building and managing key corporate relationships. You will aim to go above and beyond to support our Partners and ensure they have a successful experience with Uptree.

You will coordinate and write proposals across the Partnership lifecycle, involving input from marketing, sales and our education team, and will be responsible for growing each partnership upon renewal.

Event Management

You'll work closely with our Partners in an engaging and proactive way, to deliver impactful industry events for our student network.

You will take ownership of gathering and presenting data to our Partners after events through impact reporting, to outline how we have met agreed KPIs.

Project Management

You will manage partnership timelines effectively from kick-off call through to review meetings, tracking that deliverables are met and our events achieve maximum impact for young people.

Progression

At Least 10% of your time will be allocated to continuous professional development. This could include attending conferences, speaking opportunities, writing blogs, running skills shares, account planning workshops, social media, and Partner networking events.

What will you bring to the team?

The most important thing for us is finding someone who is passionate about our values and mission. Here's what we are looking for:

Making a difference - We want you to bring passion to Uptree, to be genuinely excited about our mission and values, and to care about the work you are doing. You will want to get involved in meaningful activities that make a difference to the lives of young people.

Commercial - We're a passionate bunch in the Partnerships team, and go the extra mile to make sure our employers have a great experience working with us. That means we multitask, think ahead and get stuff done.

Detail-oriented – You're organised and have great attention to detail and love making sure nothing slips through the net. We are looking for someone who is proactive in their work and who can think ahead to plan projects without waiting to be told what to do.

Communicator - Both in writing and when talking to people.

Experience - You'll need at least 1-3 years experience in a similar role

How will we reward you?

- **Impact** - We put young people first, change lives and make society a better place.
- **Wellbeing** - We might be biased, but our perks are pretty amazing. You'll have lots of holiday, an annual company team day, regular team socials, summer working hours finishing at 1pm on Fridays, and an extra hour off a month with a well-being budget to spend on something you enjoy doing. You also have the freedom to design your working pattern in a way that suits you best around core hours.
- **Personal Growth** - We have ambitious goals to scale our partnership operations over the next year. You'll play a key role in this as an early hire.

How to apply

Please send a CV and a response to this question: **What excites you most about working at Uptree?** to jobs@uptree.co. Your answer might be a short paragraph (no more than 250 words) or a link to a recorded video, or an example of your work - be as creative as you like as long as you show genuine interest.

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If you would like to have an informal conversation about the role, please reach out and we'll set up a chat with the Hiring Manager

We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability,

gender, gender identity or expression, or veteran status and are proud to be an Equal Employment Opportunity and Affirmative Action employer.

If you have any questions on the application process or have a disability or health condition that impacts your ability to complete this application or interview then please email kelly@uptree.co. You will know what works best for you, and on reaching out we will together understand what is suitable.

Please note, all Uptree staff are required to have an enhanced DBS check as part of their role, given the nature of our business. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role to which they are applying.