



PARTNERSHIPS DEVELOPMENT EXECUTIVE

CANDIDATE PACK

**BIG
CHANGE.**

ABOUT BIG CHANGE

Big Change finds and backs changemakers with early-stage ideas that have the potential to spark lasting change for all young people.

We provide opportunities for leaders to connect, learn and act together as part of a purpose-driven community who are rethinking and reshaping the systems around young people.

Our community of changemakers deliver impact, create opportunities, and make the case for change. They share a commitment to learning, sharing insight, and taking action to create the big change needed to ensure all young people thrive.

Together we listen, learn, grow, and spark lasting change. Watch the story of Big Change [here](#).

OUR IMPACT IN ACTION

82

leaders backed

£5.5M

given in grant funding

which has unlocked
£200M
in follow-on funding

over
12M

young people reached

Every
£1
invested has leveraged a further
£40

In **2025** alone we backed **10 leaders** with bold and brilliant ideas to create change for young people. Many are **under 30**, and they all have lived experience of the problems they are addressing.

Our support drives long-term change. In **2014**, we were an early supporter of **Voice 21**, as they piloted an oracy education programme in one school in East London. A decade on, they now work with thousands of students in over **1,200 schools**.

Through their advocacy work and their Big Change-funded **Oracy All-Party Parliamentary Group**, Oracy has featured in cross-party education priorities. It also features in the 2026 Schools White Paper, and it is now inspected by Ofsted, giving it the same weight as numeracy and literacy.

OUR VALUES & WAYS OF WORKING

Our values shape everything we do. They guide the choices we make,
the relationships we build and the way we approach change.
We are **undaunted, human-centred, connected, insight-led, and catalytic.**

UNDAUNTED

We believe meaningful change requires courage, optimism and a willingness to take risks. We support people who challenge the status quo and pursue ambitious ideas for the systems around young people. We encourage and expect healthy challenge and constructive disagreement.

Being human-centred means we bring empathy, and compassion when we work together. We embrace the learning that comes from making mistakes. We believe that everyone works with good intentions, and we value the power of listening to foster understanding and collaboration.

HUMAN CENTERED

CONNECTED

We know lasting change happens through relationships. We bring together diverse perspectives and generations to learn from each other and build stronger solutions together. We always ask ourselves whose perspective is missing so we can address the gaps.

We believe in thinking big, whilst being rigorous in grounding our understanding and analysis through learning from others, as well as through the work that we do. We put impact ahead of individual ego and we seek to understand through asking questions and remaining curious.

INSIGHT-LED

CATALYTIC

Big Change is on a mission to spark lasting change which is why we fund and support ideas that have the potential to influence systems and inspire wider transformation. We do this by connecting our community to spark even greater impact.

ABOUT THE ROLE

>> PRACTICAL DETAILS

Location	Hybrid working, with time split between home and our London office. The role may require travel, attendance at events and occasional evening commitments.
Salary	£31,000 per annum
Contract	Full-time, 12-month fixed-term contract
Start Date	1 October 2026

>> BENEFITS

At Big Change, we care deeply about creating the conditions for people to thrive, grow and do meaningful work together. Alongside a flexible and supportive working environment, we offer:

- £1,000 annual learning and development allowance
- Unlimited annual leave policy
- Flexible and hybrid working (minimum 1 day a week in the office)
- Pension scheme with up to 5% employer contribution
- Wellbeing allowance
- Volunteering days

>> OVERVIEW

This is a brilliant opportunity to join Big Change and get stuck into lots of different aspects of partnerships and fundraising. You'll work alongside our Partnerships team, helping us build relationships, find new opportunities, keep things moving and ultimately bring more people and resources behind our mission to spark lasting change for young people.

You don't need to have done a job exactly like this before. We're much more interested in your potential, curiosity, organisation and willingness to learn. You'll be supported by the team, build your skills as you go and have plenty of opportunities to learn by doing.

WHAT YOU'LL GET INVOLVED IN

» FUNDRAISING & PARTNERSHIPS SUPPORT

- Help deliver thoughtful stewardship for funders and partners, ensuring timely communications, reporting and recognition.
- Support the development of compelling funding proposals, presentations and partnership materials, working with colleagues across Big Change.
- Maintain accurate records of team activity, ensuring CRM (Customer Relationship Management) records are up to date and used effectively across the team.
- Manage shared inboxes and ensure enquiries are responded to promptly.
- Coordinate meetings, follow-up actions and communications with donors and partners.
- Support the preparation of reports, due diligence requests and funding proposals/applications.
- Support the Director with inbox management, helping to prioritise communications, coordinate follow-up actions and keep key relationships moving forward.
- Any other tasks that support the stewardship of funders, donors and strategic partners, helping to build strong, long-term relationships.

» RESEARCH & PIPELINE DEVELOPMENT

- Research prospective trusts, foundations, corporates and individual supporters whose values align with Big Change's mission.
- Identify and qualify new partnership opportunities, maintaining a healthy pipeline of prospective supporters.
- Carry out initial outreach to prospective partners and supporters through LinkedIn, email and other appropriate channels, helping to open conversations and build relationships.
- Produce research briefs, prospect profiles and meeting notes to inform partnership and fundraising activity.
- Monitor emerging funding opportunities, sector trends and policy developments relevant to Big Change.
- Support the management of the partnerships pipeline, tracking opportunities, next steps and key deadlines through CRM and other team systems.

WHAT YOU'LL GET INVOLVED IN

»» EVENTS & DONOR ENGAGEMENT

- Coordinate logistics for donor events, learning gatherings and meetings.
- Research venues, manage suppliers, coordinate catering and oversee event administration.
- Prepare guest lists, invitations, attendee briefings and event materials.
- Support post-event follow-up and stewardship communications.

»» TEAM OPERATIONS & COORDINATION

- Coordinate the day-to-day operations of the Partnerships team, including meetings, actions, reporting, communication calendar, Google Drive and other shared tools, helping the team stay organised and connected.
- Work closely with the Operations Team to coordinate contracts, invoices, payments and compliance processes.
- Support the development of internal systems and processes that improve efficiency across the team.
- Partner with the Impact Executive to help coordinate activity across the Partnerships and Impact teams, sharing administrative responsibilities and providing cover during periods of annual leave.
- Build strong relationships across Big Change, working closely with colleagues to coordinate partnership activity and ensure a joined-up experience for funders and partners.
- Contribute to cross-organisational projects where needed.

CANDIDATE PROFILE

»» ABOUT YOU

- You don't have to have had fundraising experience.
- You take a proactive approach to your work, bringing an enthusiastic can do attitude.
- You're not afraid to ask for support.
- You are confident and enjoy building positive relationships with people.
- You have a genuine interest in Big Change's mission and a commitment to creating opportunities for young people.

»» WHAT YOU'LL BRING

We're more interested in your potential than having done exactly this role before. We'd love to hear from you if you have:

- Great organisational skills and the ability to manage a range of priorities.
- Strong written communication skills and attention to detail.
- Ability to write clearly and confidently for different audiences, from emails and reports to funding proposals and presentations.
- Curiosity and the ability to research information and turn it into clear, useful insights.
- Some experience of organising or coordinating activities, projects, events or administrative tasks. This could come from work, education, volunteering or your life outside work.
- Confidence using digital tools such as Google Workspace, and enthusiasm for learning new systems.

»» IT WOULD BE A BONUS IF YOU HAVE

- Experience in fundraising, partnerships, philanthropy or business development.
- Experience using a CRM such as Beacon.
- Experience supporting relationships with funders, donors or partners.
- Experience coordinating events or stakeholder engagement.
- Experience preparing funding applications, reports or presentations.
- An understanding of the social impact sector.

These are things that would be a bonus rather than a requirement. We'll support you to learn and grow in the role, so if you don't have this experience yet but are excited by the opportunity, please don't let that stop you from applying.

RECRUITMENT PROCESS

» STAGE 1: APPLICATION

To apply, please send your CV and answers to the three application questions below to jobs@big-change.org by **6.00pm on Monday 31 August 2026**.

You can respond to the questions in writing or choose an alternative format, such as a short video or presentation. If you choose an alternative format, please keep your response to no more than 6 minutes in total.

Questions:

1. Tell us about a time when you had lots of different things to organise or keep moving at the same time. How did you approach it, decide what to prioritise, and make sure nothing got missed?

Maximum 250 words. Your example doesn't have to come from a paid job.

2. Imagine you've been asked to research a potential new funder or partner. How would you go about it, and how would you turn what you learn into clear and useful information for the team?

Maximum 250 words

3. What sparks your curiosity about Big Change and the work we're trying to do?

Maximum 250 words

A note on your application

We recognise that AI tools can be helpful when preparing an application, and you're welcome to use them to support your thinking and drafting. As strong written communication is an important part of this role, we ask that your final answers reflect your own experiences, ideas, and voice.

» Right to work in the UK

You'll need to have the right to work in the UK for the duration of this role. Unfortunately, Big Change is not able to provide visa sponsorship for this position.

RECRUITMENT PROCESS

»» STAGE 2: FIRST ROUND CONVERSATIONS

If your application is successful, we'll invite you to a first interview online. First interviews will take place during the **week commencing 7 September**. This will be a chance to talk more about your experience, what you could bring to the role and what you'd like to learn. You'll also have the opportunity to ask us questions.

Ahead of the interview, we'll ask you to complete a short task focused on some of the essential criteria for the role. We'll send you the task in advance and ask you to submit it 24 hours before your interview. We'll make sure the instructions are clear and let you know how much time we expect the task to take.

»» STAGE 3: FINAL ASSESSMENT PROCESS

Candidates progressing from the first interview will be invited to a second-stage interview at our London office. Second-stage interviews will take place during the **week commencing 14 September**. We'll share more details about what to expect ahead of the day, so you have plenty of time to prepare.

We may also ask you to complete a short task as part of this stage. This won't be something that takes lots of time — it will simply give you an opportunity to showcase some of the skills needed for the role. We'll provide clear instructions and let you know how much time we expect the task to take.

We know people have work, study, caring responsibilities and other commitments, so we'll do our best to be flexible when arranging interview times. If you need any adjustments or additional support at any stage of the process, please let us know.

»» ARE YOU INTERESTED? WE'D LOVE TO HEAR FROM YOU

- If this role sounds like something you'd enjoy and you meet most of what we're looking for, we'd love you to apply. We know that very few people tick 100% of the boxes, so please don't let that stop you from putting yourself forward.
- And if you have any questions about the role or the application process, drop us an email at jobs@big-change.org. We'd be very happy to hear from you.

RECRUITMENT PROCESS

»» EQUITY, DIVERSITY AND INCLUSION

At Big Change, we believe that diverse perspectives strengthen our work and lead to better outcomes for young people. We welcome applications from people of all backgrounds and are committed to creating an inclusive recruitment process where everyone has the opportunity to thrive. We know that we thrive when we can show up as ourselves.

If there's anything we can do to help you feel supported and able to do your best throughout the application and interview process, please let us know. We're happy to make reasonable adjustments and want our recruitment process to work for everyone.

Big Change is a **Disability Confident Employer**. As part of our commitment, we offer an interview to disabled applicants who meet the essential criteria for the role.

If you would like to be considered under the Disability Confident Scheme, please let us know when you submit your application.

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**TOGETHER WE SPARK
LASTING CHANGE.** ✨



