



Job Details: Senior Development Officer - Partnerships

Core details

Job Title: Senior Development Officer - Partnerships

Accountable to: Programmes Manager

Location: Nottingham (Or hybrid / home-based working)

Contract type: Fixed term (12 months initially with the possibility of extension) and Part time (2 days per week - hours can be across the week to suit individual needs)

We are open to exploring Freelance contract arrangements.

Salary: Senior Officer Band (Spinal Point 1: £31,646 FTE (2 days per week = £12,658 per annum)

Closing Date: Sunday 9th November 2025 (applications accepted until midnight)

ROLE OVERVIEW

An exciting opportunity to work with a dynamic charity, building, retaining and expanding fundraising partnerships to support the development and sustainability of the charity's programmes.

RESPONSIBLE FOR:

- Working closely with the Ignite! Management Team to build corporate partnerships that align with Ignite!'s vision, mission and values.
- Managing and developing existing funding relationships with corporate and public sector partners to support Ignite!'s portfolio of youth-focused programmes, especially the Nottinghamshire Festival of Science and Curiosity (FOSAC)
- Leading the development of new partnerships through the creation of necessary targeted marketing materials, attendance at networking events, leveraging contacts and other methods
- Planning and delivering sustainable corporate funding including recording and reporting via effective communications and impact reporting to partners and the Ignite! team

ABOUT IGNITE!

Ignite! has a long and distinguished history as a small, but mighty Nottingham-based charity that supports young people to develop their curiosity and creativity to equip them for an

unknown, but exciting future. We facilitate creative partnerships between professional sectors and communities of young people, including schools, youth groups and community groups, particularly those at risk of social exclusion. We link young people with a variety of professionals to share learning, develop understanding, and celebrate new ideas and ways of thinking.

Ignite! leads the delivery of Nottingham Festival of Science and Curiosity, which takes place each year in February. The festival programme is highly diverse, including a schools programme engaging 70 schools, a public programme with 47 venues across Nottinghamshire, a festival magazine, a community grants programme and in 2025 reaching a total of 15,000 participants.

Ignite Futures Ltd, trading as Ignite!, is a Charity (number 1176754) and Company limited by guarantee, registered in England (number 05969189).

www.ignitefutures.org.uk

KEY RESPONSIBILITIES OF ROLE:

- Work under the guidance of, and report back to, the trustee Fundraising Group, working to meet fundraising targets in line with the Fundraising Strategy
- Work with Ignite!'s Programmes Manager to maintain, manage and develop relationships with existing corporate and public sector partners, including bespoke planning, communications and impact reporting
- Develop on a plan to strategically build new funding partnerships to support the sustainable delivery of Ignite!'s mission, including COTY (Charity of the Year), corporate grants, corporate and strategic relationships with regional and national partners, including scoping, research, due diligence
- Deliver on this plan, developing and using a range of appropriate and timely communication tools including formal written proposals and pitches, newsletters, social media channels, personal communication, face-to-face meetings
- Work with Ignite!'s Operations Manager to lead contractual relationships with corporate partners and inform income-forecasting and budget management to ensure financial sustainability
- Actively seek out new funding partners, connections and networks to increase the charity's partnerships and supporters through, for example, attendance at events and networking opportunities
- Ensure the systems for keeping effective records of proposals, applications, reports, contracts and communications with funding partners are kept up to date and communicated effectively to the Ignite! Team

- Work in line with all of Ignite!'s policies and procedures, including our Safeguarding Policy, Equality, Diversity and Inclusion Policy, Anti-bribery and Corruption Policy and Environmental Sustainability Action Plan
- Undertake any other duties, training and professional development as may reasonably be required

PERSON SPECIFICATION:

Skills, experience and knowledge	Essential (E) or Desirable (D)
Experience and proven track record in raising significant income (c£100K) from corporate and public sector partnerships	E
Experience of managing a portfolio of strategic funding partnership relationships	E
Excellent interpersonal and networking skills with the ability to form ongoing and sustained relationships with stakeholders	E
Excellent verbal and written communication skills including writing high-quality proposals and delivering presentations	E
High level of organisational skills, ability to multitask and prioritise own workload	E
Strong understanding of the charity fundraising sector	E
Experience of working within the arts/education/children and young people charity sector	D
Strong research skills	D
Qualifications	Essential (E) or Desirable (D)
No specific qualifications required	N/A
Personal attributes	Essential (E) or Desirable (D)
Understanding of, and commitment to, the vision and mission of Ignite!	E
Self-motivated	E

Ability to build positive relationships	E
Ability to work on your own initiative	E
Ability to work as part of a team	E

Additional Role Requirements

If successful, the offer of the role will be subject to satisfactory references, and an Enhanced DBS (Disclosure and Barring Service) check and clearance in line with our Safeguarding Policy.

Ignite! Culture & Benefits

Ignite! is a small organisation with a big impact. We currently operate with eight staff members and a variety of temporary staff and interns (over 13 individuals in 2025 so far). The staff team is supported by a Board of Trustees comprising of 10 engaged individuals with a wide range of backgrounds and expertise working on different governance groups.

As part of our four key values, we prioritise the protection and comfort of our employees, volunteers, participants and partners and seek to maximise their potential and their experience. As such, Ignite! is committed to:

- an open and fair pay system;
- providing the Living Wage to all employees, contractors and freelancers;
- providing an attractive total reward offer (pay, benefits, personal development, career progression, work-life balance, and environment and culture) to attract, engage and retain;
- 25 days annual leave (pro-rata) in addition to statutory holidays; plus, you will not be required to work between 24th December and 1st January;
- flexible working and well-being policies;
- season ticket loans and cycle to work scheme available;
- bespoke personal development opportunities;
- rewarding performance, skills and experience appropriately;
- promoting an equal pay agenda by ensuring that pay systems meet legislative requirements and to actively work towards reducing any unjustified pay gaps.

HOW TO APPLY

Please apply via email only. Send a **CV and covering letter** explaining how your skills, experience and motivations meet the criteria within the Person Specification. Applications

or enquiries should be sent to our Operations Manager, Sarah Walley -
recruitment@ignitefutures.org.uk

Deadline for receipt of applications: **Sunday 9th November 2025** (accepted until midnight)

Please note: Interviews are expected to be held between 24th November and 5th December 2025 in Nottingham City Centre. Further details will follow to shortlisted candidates.