



JOB DESCRIPTION

CORPORATE PARTNERSHIP MANAGER

£32k per annum
Full time, 37.5 hours per week



**wigan youth
zone**

An **OnSide** Youth Zone

OVERVIEW

COMPANY Wigan Youth Zone

LOCATION Wigan Youth Zone

SALARY £32k per annum

BENEFITS

- 33 days annual leave (including bank holidays) pro rata. Plus additional leave for length of service.
- Birthdays off,
- Gym access,
- Training and CPD including first aid, safeguarding and health and safety,
- Career development opportunities,
- Employee assistance programme,
- Strong team culture,
- Workplace pension,
- Free eye tests,
- Discounted to £2 access to holiday club for staff.

POSTED 17th December 2025

CLOSING 31 January 2026

Interviews for this role will take place on going and we reserve the right to withdraw the job ad when the right candidate has been found.

FIRST INTERVIEWS TBA

SECOND INTERVIEWS TBA

SPECIALISM Fundraising/Corporate Partnership/
Management

REPORTS TO Head of Fundraising

CONTRACT TYPE Permanent

WORK PATTERN 37.5 hours

Office-based work at Wigan Youth Zone
with flexibility

ORGANISATION TYPE Charity



WHO WE ARE LOOKING FOR

You will have responsibility for securing significant new corporate partnerships for Wigan Youth Zone with a target of £75,000+ of net income a year (increasing to more than £100,000 over a three year period through corporate giving.

At the same time, you will provide excellent stewardship and relationship management of existing Patrons and Supporters, ensuring support is renewed. You will work with the Board of Trustees, the CEO, existing Patrons and the Senior Management Team to generate new leads, secure new corporate partners and long-term financial support. This role is vital to WYZ's long-term plans for sustainability and you will play a key part in enabling the young people of our borough to lead healthy, happy, and aspirational lives.

KNOWLEDGE AND UNDERSTANDING

- Proven track record of generating significant revenue from companies or high-value account management with experience in major donor fundraising, procuring gifts of £10,000 plus from high net-worth individuals or corporates – Essential
- Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs – Desirable

QUALIFICATIONS

·No specific requirements.

YOUR ROLE

- Generate new corporate partnerships with a value of at least five-figures per year, per new relationship.
- Craft persuasive and motivating pitches and proposals to secure new corporate supporters by producing high-quality written proposals and making verbal presentations/face-to-face asks to various audiences.
- Manage a pipeline of potential corporate supporters and devise effective engagement strategies that drive income.
- Ensure existing corporate partners support at an appropriate financial level, encouraging them to increase support where possible.
- To provide excellent donor-focused stewardship of existing corporate donors involving the senior management team and trustee board as appropriate to maximise retention and increase levels of support over time.
- Investigate new corporate income streams such as payroll giving.
- Create a suite of engagement opportunities, ensuring there are opportunities for businesses across all sectors.
- Use existing WYZ events and campaigns, and create new ones as appropriate, to boost employee engagement and ensure total staff engagement is achieved.
- Keep accurate records of prospect and Patron engagement, using Salesforce to record engagement activities and KPIs.
- To work alongside marketing colleagues to ensure awareness of WYZ across the community and among potential corporate supporters is strong.
- To ensure you are continuously fully updated with WYZ delivery and impact.
- To ensure adherence to the relevant charity legislation and the Institute of Fundraising's Codes of Practice.
- To generate written and financial reports for management as required.
- To carry out other reasonable duties, as requested by the Head of Fundraising or other member of the Senior Management Team, including attendance at events and meetings, as and when required.
- This role may also require some evening and weekend working.

WHAT YOU WILL NEED TO SUCCEED

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Experience of meeting challenging financial targets for both new business and account management	Essential
Experience in managing a pipeline of potential partners /donors and aligning their interests with an organisation's needs	Essential
SKILLS	
Ability to make face-to-face approaches for support from companies and the ability to negotiate	Essential
Strategic, target-driven approach to fundraising and marketing activity	Essential
Outstanding influencing and client-facing skills, with an ability to communicate confidently with high-level individuals and decision-makers	Essential
Excellent report writing skills, incorporating statistics, case studies and external references	Essential
Strong interpersonal and networking skills to build positive, personal, and organisational relationships and convey the Youth Zone's work with confidence and credibility	Essential
Ability to think conceptually and creatively to develop profitable fundraising products and proposals for supporters	Essential
Strong organisational skills, with a structured and methodical approach to work, a clear focus on results, and an ability to work to multiple deadlines	Essential
IT literate and a confident user of Salesforce	Essential

OTHER RESPONSIBILITIES

- To be alert to issues of safeguarding child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided);
- To assist with any promotional activities and visits that take place at the Youth Zone;
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership;
- To adhere to Wigan Youth Zone policies at all times, with reference to Health and Safety, Child Protection and Equal Opportunities.
- To carry out any other duty with the Youth Zone provision and facility operations, and within the competencies of the post holder, as directed by your line manager or a senior manager.

SPECIAL REQUIREMENTS

- A willingness to work unsociable hours when required
- DBS clearance and committed to Safeguarding children
- The ability and willingness to travel to meetings and events both in the region and beyond

The job holder will be required to adhere to the Youth Zone's policies at all times, with particular emphasis on Equal Opportunities and Safeguarding. Attendance at events and conferences will sometimes be required.

In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and business satisfactory references.

Please note that in line with our Safeguarding Policy, you must be age 21 or over to work in our Senior Sessions and 19+ to work on our Junior Sessions and Holiday Clubs. All applicants must also be inactive as members for at least 12 months.

WHAT IS WIGAN YOUTH ZONE?

Wigan Youth Zone is a purpose built, state-of-the-art youth facility in Wigan town centre which opened in June 2013. It offers young people from across Wigan the opportunity to meet friends, have new experiences, learn new skills and access the support they need to develop and achieve their potential.

The Youth Zone is open to all young people across Wigan aged from 8 to 19 (up to 25 with additional needs), striving to offer something for everyone, regardless of their interests or abilities. With almost 15 dedicated areas to choose from including our four 40-metre floodlit football pitches, art room, music room and climbing wall – there's something for everyone here at Wigan Youth Zone.

Our aim is simple, to provide the town's young people with somewhere to go, something to do and someone to talk to.

WHAT DO YOU NEED TO DO NEXT?

Please complete our application form [here](#) and return to HR@wiganyouthzone.org

76% OF OUR TEAM WOULD RECOMMEND
WIGAN YOUTH ZONE AS AN EMPLOYER TO
THEIR FAMILY AND FRIENDS