



Special Olympics GB Corporate Partnerships Manager Recruitment Pack

October 2026





Corporate Partnerships Manager

Build partnerships with purpose

Could you bring organisations together around shared ambitions and turn those ambitions into activity that makes a difference?

As Corporate Partnerships Manager, you'll manage relationships across an allocated portfolio of partners and help shape how those partnerships develop. You'll work closely with partner contacts and colleagues across SOGB to plan and coordinate activity, keep commitments on track and create thoughtful experiences that work for everyone involved. The role spans relationship management, events, campaigns, employee engagement and reporting, with scope to help existing partnerships grow.

We're looking for someone who enjoys building trusted relationships and making things happen. You'll be organised, collaborative and confident coordinating people and priorities across different teams. You'll bring good judgement, curiosity about what partners value, and a practical approach to turning shared ideas into clear plans and strong delivery.

Application deadline: midnight Monday 2nd November 2026



About Special Olympics GB

Special Olympics GB is a dynamic and inclusive organisation using the power of sport to transform the lives of people with intellectual disabilities and challenge perceptions of what they can achieve.

We provide year-round opportunities for children and adults with intellectual disabilities to train, compete, lead, volunteer and thrive. Through sport, our athletes build confidence and friendships, develop skills and experience the joy and sense of belonging that comes from being part of a team and a community.

People with intellectual disabilities remain too often overlooked, underserved and underestimated, facing barriers to inclusion across many areas of everyday life. We believe in a world where every person with an intellectual disability is valued, included and given opportunities to fulfil their potential.

Sport is a powerful way to make that vision a reality. It creates opportunities, builds confidence and belonging, develops leaders and brings people together. Most importantly, our athletes challenge expectations every day - showing the world their talent, determination and potential.

Special Olympics GB is part of the global Special Olympics movement, which reaches millions of athletes around the world. Here in Great Britain, our network of athletes, volunteers, coaches and local clubs creates opportunities for people with intellectual disabilities across England, Scotland and Wales.

Every time our athletes take to the field of play, step into a leadership role or share their story, they help change perceptions of intellectual disability.

Together, we're building a more inclusive world - and showing everyone what people with intellectual disabilities can do.



What is intellectual disability?

When a person has certain limitations in cognitive functioning and skills, including communication, social, and self-care skills

Intellectual disability in Great Britain:

- **1.5 million** children and adults have intellectual disability
- **36%** of adults (19 million) have a connection to, or are aware of, someone with an intellectual disability
- **96%** of adults with intellectual disability are unemployed
- **78%** of people with intellectual disability do not take part in any sport activity
- **31%** of people with intellectual disability live in poverty, compared to 18% of the general population



Job Description

Job title:

Corporate Partnerships Manager

Salary:

£36,000 - £40,000 per annum, depending on experience

Reports to:

Corporate & Commercial Partnerships Lead

Location:

Home-based, with preference for candidates within easy reach of London, Birmingham or Manchester

Hours:

35 hours per week - full time



Key Responsibilities

Corporate partnership management

- Manage day-to-day relationships with an allocated portfolio of corporate partners, acting as a responsive, professional and trusted point of contact.
- Build strong working relationships with partner contacts, understand their priorities and coordinate agreed activity that creates value for the partner, athletes and SOGB.
- Work with the Corporate & Commercial Partnerships Lead to agree the appropriate relationship lead and division of responsibilities for each partner.
- Support the Lead in stewarding larger or more complex partnerships, taking ownership of agreed areas of relationship management and delivery.
- Coordinate partner meetings, updates, reviews and follow-up, ensuring commitments and actions are clear and completed.
- Contribute to the development of existing partnerships, renewal planning and discussions, while the Lead retains ownership of commercial targets.
- Support new business activity occasionally, where capacity allows, including prospect research, proposal development and preparation for meetings.

Partnership planning and delivery

- Develop, maintain and coordinate partnership activation and delivery plans, ensuring agreed commitments, milestones and deadlines are met.
- Act as a key point of contact for SOGB colleagues involved in partner projects, coordinating responsibilities, timelines and communication.
- Work across fundraising, events, marketing and communications, sport and athlete leadership to deliver high-quality partner activity.
- Work closely with the Fundraising & Events Executive on partner events and experiences, retaining responsibility for the partner relationship while the Executive leads practical logistics.
- **Coordinate partner involvement in campaigns, employee engagement, volunteering, fundraising activities and major sporting events.**
- **Identify delivery challenges or changes to agreed commitments early, escalating issues and proposing practical solutions.**
- **Help ensure athlete involvement is purposeful, inclusive and appropriately supported.**

(ctd.)

Budgeting and financial administration

- Support the Corporate & Commercial Partnerships Lead with budget forecasting, monitoring and management for partnership activity.
- Track partnership income, expenditure and delivery commitments, keeping clear and accurate financial records.
- Follow SOGB financial administration processes, including purchase orders, invoices and reconciliation, as appropriate to the role.
- Prepare information on budget variances or financial risks and raise these promptly with the Lead.
- Ensure expenditure is approved by the Corporate & Commercial Partnerships Lead before commitments are made.

Reporting, renewals and impact

- Coordinate partner reviews, impact reports, presentations and other materials that demonstrate partnership outcomes and value.
- Work with colleagues to gather participation data, athlete stories, feedback and other evidence of impact.
- Support the Lead with renewal proposals, budgets and recommendations, and contribute to partnership development discussions.
- Maintain accurate records of partner contacts, commitments, activity, opportunities and progress using SOGB's organisational systems.
- Represent SOGB professionally at partner meetings, events and external engagements.

Team Working & Organisational Contribution

- Work collaboratively across fundraising, events, marketing and communications, sport and athlete leadership, operations and safeguarding to plan and deliver high-quality partner activity and contribute to shared Engagement team priorities.
- Represent SOGB at events, meetings and external engagements as required.
- Stay up to date with relevant industry trends and take part in training and professional development when appropriate and budget allows.
- Maintain an excellent understanding of SOGB's activities, programmes and priorities, and communicate partner opportunities to relevant colleagues.
- Comply with and work within SOGB policies and procedures.
- Undertake other duties required to fulfil the role and the needs of SOGB.

This job description is intended to be a basic guide to the scope and responsibilities of the role and is not exhaustive. There may be other duties required of the post holder commensurate with the role. It will be subject to regular review and amendments as necessary, in consultation with the post holder.

Benefits

- 25 days' annual leave allowance plus bank holidays.
- Additional closure days at Christmas.
- Birthday day off.
- Flexible working due to remote nature of the organisation.
- Time Off In Lieu (TOIL) policy.
- Employee pension scheme.
- HSF Health Cash Plan.
- Ongoing access to professional development opportunities.
- Access to networking groups across the sector.
- Friendly and supportive team with the opportunity to work closely with other teams and beneficiaries.



Person Specification

Experience and Knowledge

- Experience in account management, corporate partnerships, client services, sponsorship or a comparable relationship-focused role.
- Experience coordinating activity involving several internal teams and external organisations.
- Understanding of how to build and maintain productive professional relationships.
- Experience preparing plans, updates, presentations or reports and maintaining accurate records.
- Good financial administration skills, with the ability to track budgets, income and expenditure accurately.

Desirable Requirements

- Knowledge of relevant fundraising legislation and regulation, including the Code of Fundraising Practice, and an understanding of how VAT may affect partnership agreements and fundraising.
- Experience managing corporate partnerships in the charity, sport, sponsorship or social impact sectors.
- Experience coordinating employee engagement, volunteering, fundraising or event activation.
- Understanding of partnership stewardship, renewal and development.
- Experience supporting people with intellectual disabilities or other underrepresented groups to participate meaningfully.



Person Specification (ctd.)

Skills and Abilities

- Excellent organisation and project coordination, with the ability to manage several priorities and deadlines.
- Strong interpersonal and communication skills, including confidence with a wide range of stakeholders.
- Strong written communication, with the ability to prepare clear plans, presentations, updates and reports.
- A proactive, solutions-focused approach and the ability to take ownership and follow through.
- A proven ability to handle sensitive information appropriately and maintain the highest standards of confidentiality.
- Good attention to detail and confidence maintaining accurate records.
- Competent IT skills, including Microsoft Office, and the ability to learn organisational systems.
- Ability to work collaboratively and influence colleagues without direct line management responsibility.
- Commitment to inclusion and to SOGB's values: athlete-led, everyone belongs, bold and brave, aim high
- Able and willing to attend and support events across Great Britain. Evening and weekend work will sometimes be required and will be more frequent during busy event periods. Time off in lieu will be provided in line with SOGB policy.



How to apply

To apply, please send your **CV and a covering letter (maximum two pages)** to **recruitment@sogb.org.uk**, with the subject line **Corporate Partnerships Manager**.

Your covering letter should tell us why you want to join Special Olympics GB and, referring to the role description, demonstrate how your skills and experience equip you for the role.

The closing date for applications is midnight on **Monday 2nd November 2026**. First-stage interviews will take place online **week commencing 9th November**, with second-stage interviews planned for the following week.

If you have challenges with written communication and would like to discuss alternative ways to apply, please contact **Michelle King, Operations Support Officer, on 07455 874140**.

If you have not heard from us by December 7th, unfortunately your application has not been successful on this occasion.

Safer Recruitment & Equal Opportunities

Special Olympics GB is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete relevant safeguarding training and undertake a DBS/PVG check appropriate to the role.

We are committed to equality, diversity and inclusion and welcome applications from all sections of the community, particularly people with disabilities who meet the requirements of the role.

No agencies please.





www.specialolympicsgb.org.uk

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