

Information pack

Senior partnerships officer

September 2026

Closing date: 10am, Monday 21 September 2026

Interview date: Wednesday 30 September 2026

We reserve the right to close this vacancy early and interview suitable candidates as applications are received. You are encouraged to apply as soon as possible.

1) About Green Alliance

Green Alliance is an independent charity, think tank and advocate committed to achieving a greener, fairer future for the UK. We believe that ambitious political leadership is essential for meaningful environmental change at the speed and scale necessary.

We play a central role in shaping the natural environment, climate and resources agendas in the UK and are known for our cross party influence and the clarity of our insights.

The high quality of our work, our experienced team and our collaborative approach have enabled us to develop excellent relationships at the highest level, with political parties, businesses, NGOs and academia.

About Green Alliance: culture and values

We are committed to achieving positive outcomes for the environment. To do so successfully, we aim to create a supportive, inclusive and collaborative working culture that allows our staff to reach their full potential.

In our work to deliver ambitious leadership for the environment we are guided by the following values:

We are optimists

Grounded in evidence, we are ambitious about the change we can secure and persistent in pursuing it. We believe our vision of a UK where people and the environment thrive together is achievable.

We are collaborative

We are deeply invested in a strong and broad ecosystem calling for progress. We collaborate across sectors to design and implement winning strategies.

We are impact focused

We secure impact by focusing on real world outcomes. We are responsive, flexible and adapt our approaches towards the most impactful ways of securing change.

We embrace complexity

Environmental issues are inherently complex and inseparable from other important issues, including social impacts. We address this complexity head on, bringing clarity and direction through our work.

We are inclusive

We will strive to increase our own diversity and will ally with, support and learn from diverse voices and communities. An inclusive approach is essential to our success.

About Green Alliance: vision and strategy

Our vision is for a UK where people and the environment thrive together.

Our mission is to drive the ambitious, meaningful and urgent change in UK environmental policy and politics that enables people to thrive. We achieve impact by focused advocacy based on evidence and political insight, informed by an understanding of public opinion. We build relationships with a wide range of influential people and organisations and act as a bridge

between them and political stakeholders to catalyse positive change. We are an independent, trusted expert and non-partisan voice, working across the political spectrum.

Our strategy for 2025 to 2030 has four headline goals:

- UK governments take ambitious action on climate and nature for the benefit of people
- A large, diverse and influential network drives progress
- Credible policy grounded in strong evidence achieves ambitious and workable outcomes
- A dynamic staff team, culture, infrastructure and funding enables maximum impact

2) Equity, diversity and inclusion

To achieve a green and prosperous UK for all, we aim to develop policy solutions that create a better future. As well as the environment, we will consider people and social justice when designing environmental policies to bring about a fair green economic transition.

We believe that an inclusive culture is fundamental for people to thrive and feel valued and recognised. Every member of our staff has a part to play in ensuring Green Alliance is an equitable and inclusive place to work. We value a diversity of perspectives and lived experience which enhances our organisational culture and our creative policy thinking. We value the breadth of lived experience of our staff and support people to thrive.

The environmental and think tank sectors are among the least diverse workplaces in the UK. We are committed to changing that, in both the way we operate and by exercising our influence.

We believe making progress on equity, diversity and inclusion (EDI), including our commitment to anti-racism, is essential to our success and we recognise that this is a continuous process of improvement and learning.

We encourage applications from all sections of society, particularly those from working-class backgrounds and people of colour who are under-represented in the environment and think tank sectors, to help us achieve our vision of a green and prosperous UK for all.

We reimburse travel expenses for candidates that attend our office for an interview.

Demographic monitoring

When you apply for a job with Green Alliance, you will be invited to fill in an equal opportunities monitoring form. This data is collected anonymously and is automatically separated from your application documents. We would be very grateful if you would complete the form as that will help us monitor the effectiveness of our recruitment approach.

Applicants who require reasonable adjustments

Please contact us at any stage if you have specific requirements which would enable you to participate fully in the recruitment process. For example, you might like more information about access to our office. Please email Jenny, our Operations director, on jbaker@green-alliance.org.uk. If we offer you an interview, we will also ask you if you need any reasonable adjustments.

3) The role

Summary of the role

We are looking for a senior partnerships officer who will ensure our vital work to address the environmental crisis is well funded, working to secure new partnerships and stewarding existing funder relationships.

This multifaceted role works across teams to coordinate and deliver Green Alliance's fundraising activities and grant management. Collaborating with the organisation's policy and political experts, you support the creation of creative and impactful new project proposals that address environmental problems and support the organisation's strategy. You will identify funders for this through prospecting and relationship building and will guide proposals through processes to secure funds. You will monitor the organisation's progress against fundraising targets and lead on management of our funding pipeline.

Stewardship of existing funding relationships is a significant part of this role which means ensuring we have excellent communication with our funders, making sure they receive high quality reports on Green Alliance's impact and supporting the team to see our funders as partners. You will manage our Business Circle and maintain relationships with its members and support efforts to recruit new business members into Green Alliance Task Forces.

Excellent communication skills are at the heart of this role, both written and verbal. You will be confident, efficient, and resourceful; calm under pressure and enjoy building strong relationships with a variety of senior stakeholders, as well as working independently. Strong skills in relation to organisation, administration and prioritisation are essential.

You will need to understand, or be willing to learn about, the political and environmental policy contexts we work in.

Position in organisation

This role reports to the deputy chief executive and liaises with staff across the organisation – senior management, politics, policy and operations teams. The post will co-ordinate proposal development and project reports for funders and will help to develop new funding opportunities to ensure Green Alliance has the robust and long-term financial support to fulfil its strategy.

You will manage our Business Circle, building relationships with and organising roundtable talks for members. The post holder will also work closely with the communications team on event sponsorship opportunities and communicating the impact of Green Alliance to help raise our profile to funders.

Duties and responsibilities

- Build and manage relationships with funders and other partners.
- Use and develop your understanding of philanthropic fundraising and its processes and work with team members to develop projects that enable Green Alliance to achieve its goals as articulated in the [organisational strategy](#). This includes staying on top of funder trends.

- Develop creative and impactful project ideas into persuasive and successful funding bids, sometimes with the support of the deputy chief executive and sometimes working more independently.
- Lead on relationships with some funders, ensuring they understand the work of Green Alliance and are well supported by us.
- Own all administrative systems for keeping our fundraising and stewardship on track. This includes understanding progress against fundraising targets, ensuring we are producing high quality funding reports and renewals to schedule, tracking and logging engagement with funders across the organisation, responding to funder requests and liaising with the operations team on contract details and grant payments.
- Lead on prospecting potential new funding sources and either lead approaches to them or supporting senior members of staff to do so.
- Organise funder events such as funders lunches, with support as necessary from our events and engagement manager.
- Co-ordinate the Business Circle, identifying new members and creating partnership opportunities.
- Represent Green Alliance externally, attending events, developing strong relationships with the Environmental Funders Network and fundraising staff in other similar NGOs and provide support at Green Alliance events.
- Contribute to Green Alliance being an inclusive workplace through setting a personal objective aligning to our (equity, diversity and inclusion) EDI action plan.
- Support the deputy chief executive in the fulfilment of their role and carry out any other task which may reasonably be requested to be undertaken within the scope of this position.

Key relationships

Internal

- Deputy chief executive
- The senior management team
- Head of finance
- Heads of themes and project leads

External

- Members of the Business Circle
- Funders: trusts and foundations, businesses, NGOs, public bodies, major donors
- Fundraisers at other organisations and funder networks such as the Environmental Funders Network

Person specification

Knowledge and experience

Essential:

- **At least two years' experience of working in fundraising roles, successfully raising money from charitable trusts and foundations**
- **Motivation to work in a purpose-driven organisation, working towards a world where people and the environment thrive together.**

- **Experience of developing successful funding bids**
- **Proven experience of building and maintaining professional relationships, including with senior staff**
- Experience of writing funding proposals and impact reports to funders
- Experience of managing and delivering projects to deadline
- Interest in / knowledge of UK environmental policy
- Interest in / knowledge of UK politics

Desirable:

- Experience working for an NGO, charity or funder
- Experience of working with businesses to secure funding from them
- Understanding of how to influence government policy

Skills and competencies

- Confident, and skilled at building good relationships with partners and colleagues
- Excellent written and oral communication skills, including attention to detail
- Able to work effectively as part of a team and work independently with initiative and drive.
- Calm, methodical and organised; able to juggle a number of priorities
- Ability to get up to speed with new issues quickly and research new fundraising opportunities
- Willingness to actively contribute to achieving to our equity, diversity and inclusion objectives
- Comfortable learning how to use core IT systems such as Microsoft Dynamics Business Central project management system and Civi CRM database

In your application we'll ask you to provide evidence for how you **meet the key criteria for the role, which are the ones in bold above**. We will assess all aspects of the person specification across the different parts of the recruitment process. If you feel you meet the essential criteria, but not any or all of the desirable criteria, then please still consider applying.

4) How to apply

For your application, we would like you to answer three questions that address the key criteria highlighted in the person specification. We will also ask you to upload a CV with details of your education and work experience. We recommend that you prepare your responses to the questions before starting the application process as you will be unable to save your application and return to it later.

Application questions

- 1) Why do you want to work for Green Alliance? Summarise your experience of working in fundraising, and the key skills you would bring to the role.
- 2) Tell us about a successful fundraising bid that you led and are most proud of. What contributed to its success?
- 3) Tell us how you developed a relationship with a new funder and persuaded them to consider a funding proposal.

We recommend that each answer is no longer than 300 words. Where you can, give examples of the experience, knowledge and skills you have gained through employment, study or voluntary activities.

To apply:

- Prepare your answers to the three questions above.
- Visit [the vacancies page](#) on our website and select the senior partnerships officer role. Click on "Apply for this job". You will be asked to confirm that you are legally authorised to work in the UK.
- Cut and paste your answers to the three application questions online. Upload your CV.
- Review and submit your application. You will receive a confirmation email to acknowledge your application.

Approach to AI

We recognise that some applicants may choose to use AI tools as they prepare their applications. We strongly encourage you to ensure that your application is personalised and accurately reflects your own experience, insights and voice. AI should not replace your own input or authenticity. We want to hear your perspective, not a generic response and reserve the right to reject applications that closely resemble AI generated answers to our application questions.

We are genuinely interested in learning about you, your motivation, your experiences and what makes you a great fit for the role. Your application will be reviewed by one of our team members and we look forward to reading it.

Right to work

All applicants must have the right to work in the UK. Unfortunately, we are not able to offer visa sponsorship, so you will be required to provide evidence of your right to work in the UK during the recruitment process. We are unable to sponsor the renewal of work visas for people who have short-term permission to work in the UK.

5) Terms and conditions

Terms:	This post is advertised as a permanent contract. We are happy to consider flexible working arrangements.
Salary band:	£42,748 to £47,346
Starting salary:	Will be commensurate with experience but we would expect the starting salary offered to be at the lower end of the band to allow for progression.
Location:	Green Alliance's office is in central London and is fully accessible. We support hybrid working; our staff are usually in the office for two days a week. We will provide IT hardware and other equipment needed for working from home; you will need to provide good internet access.
Hours:	35 hours per week with some flexibility; the post holder would be expected to work occasional evenings for time off in lieu.
Holiday:	25 days per year in addition to statutory holidays and the period between Christmas and New Year.
Pension:	Green Alliance provides an auto-enrolment pension with Aviva. All employees receive a pension contribution up to 7.5 per cent of gross salary which may be paid into this scheme or another of their choice.

Staff benefits

We're proud of our staff team and we're committed to Green Alliance being a healthy and rewarding place to work. We offer the following benefits to all our team:

- Flexible working. We support hybrid working with staff expected to be in the office for two days a week. We provide equipment for working from home where needed. Staff have flexibility to choose their working hours around core hours, and many work compressed hours. We are open to job shares and other forms of flexible working.
- Interest-free travel card or season ticket loan, or a tax-efficient bicycle loan through Cyclescheme.
- Employee Assistance Programme. Access to support 24/7, with opportunities for counselling support where needed.
- Tea and coffee, weekly office fruit delivery. Christmas activities; summer fun day; annual overnight residential for whole team.
- Training for different roles, such as media, project management and line management.
- CPD for individuals, including opportunities to access training courses or coaching for professional development.
- Trained mental health first aiders who host regular wellbeing activities.
- Lunch and learn programme covering a range of topics.
- Enhanced sick pay and other forms of paid leave for difficult situations such as bereavement.
- Two Values Days per year to be used for slow travel or volunteering.
- Two additional days' leave for long service, at three years and six years.

6) Next steps

Here is what you can expect after the closing date for applications:

Application Review

All applications will be anonymised and assessed by our team against the key selection criteria. This ensures we review candidates based solely on relevant skills, knowledge, and experience.

We will contact you to arrange an interview if your application is moved forward to the next stage. We expect to do this by the end of Friday 25 September. We aim to keep candidates informed at each stage of the process and you will hear from us if your application has been unsuccessful.

Interviews

Interviews will be held on Tuesday 29 September 2026, in person at our office in Romero House, 55 Westminster Bridge Road, Southwark, London. Candidates will be asked to complete a test as part of the interview. Interview travel expenses will be reimbursed. Candidates who are unable to attend in person will be offered an online interview.