



Recruitment Pack

Corporate Partnerships and Engagement Manager

Salary	DOE
Contract	Full time, 37.5 hours per week
Location	Remote first, with Head Office attendance in Crawley approximately once per month
Travel	Travel to academies, sponsor meetings, events and partner locations as required
Reports to	Deputy Chief Executive
Closing date	May 29 th 2026

A relationship focused role supporting corporate partnerships, engagement and impact.



Welcome

Thank you for your interest in joining Building Heroes Education Foundation. This pack gives you a clear overview of the role, what we are looking for, and how this post will support our corporate partnerships function.

This is a practical, relationship focused role. It will suit someone who enjoys working with people, coordinating activity, keeping information well organised, and helping corporate supporters see the difference their support makes.

About Building Heroes Education Foundation

Building Heroes Education Foundation is a national charity, founded in 2014 to support military Service Leavers, Veterans, Reservists and military families to transition well and build successful civilian careers through skills training, recognised qualifications, pastoral support and employer engagement.

Through our academy network and industry partnerships, we help members of the Armed Forces community develop practical skills, build confidence and access new opportunities in construction and the built environment.

Corporate sponsors, donors and employer partners play an important role in making this work possible. Their support helps us fund training, strengthen learner journeys, create industry connections and evidence meaningful social impact.

About the Role

The Corporate Partnerships and Engagement Manager will help manage and strengthen Building Heroes' relationships with corporate sponsors, donors and employer partners.

Working closely with the Deputy Chief Executive, the postholder will support day to day partner stewardship, CRM records, sponsor updates, fundraising activity, events, partner recognition and communications linked to corporate relationships.

The role will also work with colleagues, including the Industry Transition and Work Placement Lead, to help connect corporate partner interest with opportunities that support learner and graduate journeys into civilian careers.

Role Summary

Job title	Corporate Partnerships and Engagement Manager
Salary	DOE
Contract	Full time, 37.5 hours per week
Location	Remote first, with Head Office attendance in Crawley approximately once per month
Travel	Travel to academies, sponsor meetings, events and partner locations as required
Responsible to	Deputy Chief Executive



Job Purpose

The Corporate Partnerships and Engagement Manager will support the delivery of Building Heroes' corporate partnerships through relationship management, coordination, stewardship, CRM tracking, fundraising support and impact reporting.

The postholder will help ensure corporate supporters are well informed, well recognised and meaningfully connected to the work of Building Heroes, while supporting internal colleagues to coordinate activity and evidence impact.

Key Responsibilities

Corporate Partnership Management and Stewardship

- Help manage and steward relationships with corporate sponsors, donors and employer partners, ensuring regular, professional and purposeful communication.
- Build positive relationships with corporate supporters, understanding their priorities, motivations and interest in supporting Building Heroes beneficiaries.
- Support the delivery of sponsorship commitments, including partner recognition, employee engagement, academy involvement, volunteering, fundraising activity and impact updates.
- Identify opportunities to deepen partner engagement through academy visits, graduations, insight days, fundraising activity, social media recognition and introductions to relevant colleagues.
- Support the Deputy Chief Executive with sponsor renewals, partnership development conversations and preparation for corporate meetings.

CRM, Reporting and Impact Evidence

- Maintain accurate and up to date corporate relationship records within the CRM system.
- Track corporate activity, including meetings, sponsorship agreements, event attendance, fundraising activity, communications and agreed next steps.
- Support the preparation of regular sponsor and partner updates, drawing together activity summaries, learner outcomes, case studies and evidence of impact.
- Work with internal colleagues to gather information for sponsor reporting, internal updates, board reports and wider impact reporting.

Partner Engagement, Fundraising and Events

- Support the coordination of corporate fundraising activity, including the annual Gala Dinner, corporate challenges, sponsored events and partner led fundraising initiatives.
- Help coordinate partner engagement activity such as academy visits, graduations, insight days, volunteering days, donor recognition events and networking opportunities.
- Liaise with corporate teams, participants and internal colleagues to ensure partner activity is well organised, well communicated and aligned with Building Heroes' mission.
- Ensure corporate fundraising and event activity is recorded accurately and reflected in partner stewardship and reporting.



Communications, Collaboration and Beneficiary Outcomes

- Support external communications linked to corporate partnerships, including social media content, partner announcements, event promotion, impact stories and public recognition.
- Work with colleagues to gather stories, photographs, quotes and examples of partnership activity for use in sponsor reports, social media and wider communications.
- Work closely with the Industry Transition and Work Placement Lead to help connect corporate partner interest with opportunities that support learner and graduate outcomes.
- Coordinate information across programmes, academy delivery, fundraising, marketing, finance and impact teams to support joined up delivery of corporate relationships.

Person Specification

Essential

- Experience in relationship management, corporate partnerships, fundraising, business development, client management, stakeholder engagement or a similar role.
- Strong communication skills, with the ability to build positive relationships with corporate supporters and internal colleagues.
- Good written skills, including the ability to draft clear updates, reports, social media copy and partner communications.
- Experience supporting events, fundraising activity, stakeholder engagement or partner led initiatives.
- Strong organisational skills, with good attention to detail and the ability to manage multiple priorities.
- Confidence using CRM systems, databases, spreadsheets or relationship tracking tools.
- Ability to work collaboratively across teams to gather information, coordinate activity and follow through on agreed actions.
- An understanding of the importance of stewardship, impact reporting and donor recognition.
- Commitment to Building Heroes' mission and to supporting positive outcomes for the Armed Forces community.

Desirable

- Experience in the charity, CSR, social value, education, employability or construction sectors.
- Experience supporting corporate fundraising events, gala dinners, challenge events or sponsored fundraising activity.
- Experience producing sponsor reports, partnership updates or impact summaries.
- Experience supporting social media or external communications linked to partnerships or fundraising.
- Knowledge of the Armed Forces Covenant, military transition, veteran support or employability pathways.

Key Attributes

- Personable, professional, proactive and relationship driven.
- Highly organised, with strong follow through.
- Confident communicating with corporate partners and internal teams.
- Comfortable working across fundraising, communications, events, CRM and impact reporting.
- Empathetic, values led and committed to social impact.



Working Arrangements

This is a remote first role. The postholder will be expected to attend Head Office in Crawley approximately once per month for team meetings, planning and relationship coordination.

There will also be travel to academies, sponsor meetings, graduations, fundraising events and partner locations as required. Travel requirements will vary depending on partner activity and organisational priorities.

The role requires someone who is comfortable working independently, managing their own diary and maintaining regular communication with colleagues and partners across different locations.

Why Building Heroes?

- Join a national charity supporting the Armed Forces community into new civilian careers.
- Help manage corporate relationships that directly support training, qualifications, employability and learner outcomes.
- Work with a committed team, corporate sponsors and industry partners to create meaningful opportunities for service leavers, veterans, reservists and military families.
- Support fundraising and engagement activity, including corporate challenge events, sponsor campaigns and the Building Heroes Gala Dinner.
- Help strengthen the way Building Heroes evidences, communicates and celebrates the impact of corporate support.

How to Apply

Please submit your CV and a covering letter of no more than one A4 page setting out your interest in the role and how your experience aligns with the person specification.

First Stage Interview in person at H/O, Crawley - June 10th 2026

Second Stage Interview, if required - June 17th 2026

- Application and written exercise focused on partner management, communication, engagement planning and tracking. This would be reviewed against the person specification for interview selection.
- First stage interview welcome with CEO, and then interviewed by Deputy Chief Executive, Director of Education and Training and Director of Finance and People.
- Second stage interview with the Deputy Chief Executive.