

# Partnerships Coordinator

A hand holding a lit sparkler against a sunset background. The sparkler is bright yellow and orange, with many small sparks flying out. The background is a gradient of orange, red, and purple, suggesting a sunset or sunrise. The hand is in the lower center, holding the stick of the sparkler.

Role Profile and Candidate Pack  
January 2026

# The Forward Institute

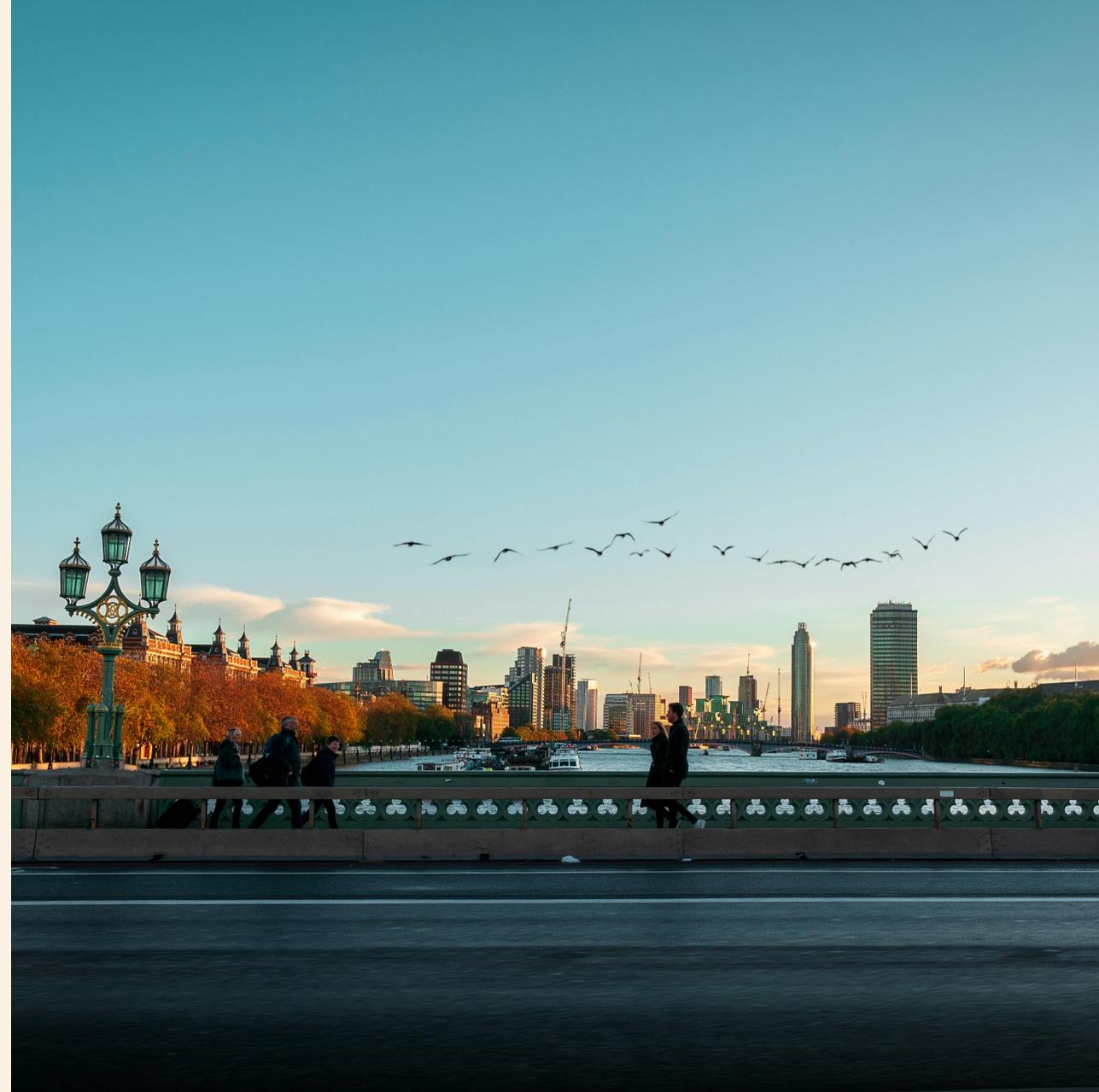
*Shaping a better future through responsible leadership.*

**We believe a better future is possible, and how we get there begins with leaders.** The choices they make will determine the years to come.

Through transformative leadership programmes, advisory support and powerful cross-sector collaboration, we help leaders reimagine what responsible leadership looks like - and make it real in their organisations.

Our work blends world-class faculty insight with deep organisational partnership. We support leaders to lead with purpose, respond to complexity and shift culture in service of long-term impact. And through our growing Fellowship of over 1,500 changemakers, we help build a movement of leadership that is courageous, collaborative and fit for the future.

**Responsible leadership is the courageous and creative use of power to shape a better future.** It is a choice, and we help leaders choose it.



# Partnerships Coordinator

*January 2026*

**Salary:** £30,000 - 35,000

**Contract:** Full-time, permanent

**Location:** This role is based in London, with a hybrid working model designed to balance collaboration, flexibility, and wellbeing.

We're looking for an energetic **Partnerships Coordinator** to help power the growth of the Forward Institute by supporting the partnerships that sit at the heart of our work - across business, government and society.

Working across the Institute, you'll help create momentum around new partnership opportunities, support the day-to-day management of our most important relationships, and play a key role in delivering a thoughtful, high-quality partner experience across our portfolio.

This is a **junior role with real exposure**, offering the chance to work closely with senior leaders and see first-hand how our work creates impact.



# About the Role

You'll play a pivotal role in ensuring our partners thrive across the Forward Institute. Your key responsibilities will include:

- **Working alongside our Partner Leads and Senior Partnership Managers** to manage a number of the Institute's Partnerships, ensuring our key relationships are thoughtfully stewarded.
- **Building momentum around new business conversations** - coordinating meetings, preparing briefings, and driving timely follow-up on new opportunities.
- **Coordinating and delivering elements of partnership activity**, including leadership offsites, events and roundtables, working across the Institute.
- **Maintaining clear, accurate CRM data, insight** and reporting to support partnership strategies
- **Monitoring sector and market trends**, feeding learning into our partnerships approach and programmes.
- **Supporting the Forward Institute's external presence** by attending events and helping to champion our mission and community.
- **Coordinating partner onboarding**, working closely with our Operations and Programmes teams to ensure smooth handovers and coordinated procurement processes.

# About You

You'll bring care, ownership, and initiative. You work with confidence and clarity, staying focused on the bigger picture, even when things are moving fast.

**You'll thrive in this role if:**

- You're relationship led, comfortable working with senior people and motivated by work that has real-world impact.
- You enjoy spotting and developing opportunities to grow and steward relationships.
- Are highly **organised and proactive**, able to juggle competing priorities, follow through on detail and keep systems running smoothly .
- Have up to 3 ~ years experience in a public facing role
- Have experience with, or open to, **using CRMs and AI tools** to work smarter, faster, and with greater precision.
- Are an **excellent communicator**, able to turn complex ideas into compelling narratives and tailor these depending on the audience.
- Have a **bias for action** and can find creative routes through challenges.

# You'll love it here if you...

- Are energised by working with some of the UK's most influential organisations across business, government and civil society.
- Thrive on meaningful conversations with senior leaders and love seeing ideas turn into impact.
- Have a curious mind and value learning from others' perspectives.
- Enjoy working in a dynamic, collaborative environment where initiative is valued.
- Appreciate autonomy but also love being part of an ambitious team building something big together.
- Are happy to travel occasionally to partner sites, events or convenings.

# Working with us

We know our greatest strength is our people. We want every one of us to feel supported in their health, in wellbeing, and in building a secure future.

When you join, you are enrolled on our **Health Insurance**, we have a **working from home set up**, generous **training and development** budget, an abundance of **library books** to borrow, you'll be enrolled onto our **people's pension scheme** and more.

**Our benefits are here to reflect our values in action:** to help you thrive at work, protect what matters outside it, and feel confident through the twists and turns of your personal and professional journey.

# Interested in joining us?

To apply, please send your **CV and a covering video (max 2 minutes)** answering the following question:

**What excites you about our work and this specific role?**

We are an equal opportunities employer and are committed to fair and inclusive recruitment practices. We welcome applications from people of all backgrounds, identities, and lived experiences.

We want to make this process as inclusive and accessible as possible. If you have any access needs or specific requirements, please get in touch with [fran.carver@forward.institute](mailto:fran.carver@forward.institute).

**Applications for this role are closing on Friday 6 February. To apply, please follow this [link](#).**

- First round interviews will begin from 9 February
- Second round interviews will be the week of the 16 February

You must have the right to work in the UK.

