



Smallpeice Trust

Partnerships Manager / Fundraising Officer

Candidate pack

June 2025



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Introduction

Dear Applicant,

Thank you for your interest in joining the Smallpeice Trust - you will be joining us at an exciting time!

At Smallpeice Trust, we're serious about inspiring the next generation of engineers—but we believe that serious work can still be fun. We're a busy, committed team with a shared sense of purpose and a genuine enjoyment in what we do. That energy comes through in every workshop, partnership, and programme we deliver.

We believe young people thrive when they're encouraged to experiment, get stuck in, and even get things wrong. That's why we design hands-on, practical learning experiences that show failure isn't a flaw—it's part of progress. It's how innovation happens, and how confidence is built.

We're guided by research, driven by empathy, and proud of the positive change we're creating. As we grow, we're excited to partner with organisations who share our belief that engineering should be bold, inclusive, and full of possibility.



We are now looking to grow our Income Generation Team, which encompasses partnerships (business development) and fundraising. We are seeking ambitious and dynamic individuals to join us as our new Partnerships Manager and Fundraising Officer. These roles are pivotal to our ongoing development in building new connections and relationships, growing our supporter base and in the delivery of the best supporter stewardship journey.

If you are passionate about our mission and vision, and have the skills to thrive in either of these roles—we'd love to work together.

A handwritten signature in black ink that reads "Helen".

Helen Cuthill
Chief Executive Officer

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About us



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Smallpeice Trust

The Smallpeice Trust was founded in 1966 by Dr. Cosby D P Smallpeice — a brilliant engineer who invented the Smallpeice Lathe. Following his success, Dr. Smallpeice ploughed £1.6m of his personal fortune into setting up the Smallpeice Trust to give young people the support they need to bring their big ideas to life through science, technology, engineering and maths (STEM).

Today, the Smallpeice Trust is an energetic and independent educational charity that exists to address the shortage of engineers in the UK by engaging and inspiring young people aged 9 – 18 to choose pathways that can lead to a career in engineering. Our vision is to inspire increasing numbers of young people to acquire Life, Leadership and Engineering skills, in order to increase the number of engineers in the UK, in order to enable society.

We believe it is essential to get young people excited about STEM subjects, regardless of their background. By providing fun, sustainable, and educational activities delivered by inspiring experts and partnerships, we aim to inspire the young people of today to become the changemakers of tomorrow. We have a specific focus on widening the engineering talent pipeline through the engagement and inspiration of student groups currently underrepresented in engineering e.g. females and less advantaged students, and we have developed a strong reputation for delivering professionally executed engineering programmes for young people, including Arkwright Engineering Scholarships, residential courses, one-day STEM events, and engineering projects.

Our programmes are made possible through support (both financial and non-financial) from private, public and third sector partners, including the Armed Forces, Institutions, universities, Livery Companies, and educational and other charities. Other partners include Arm Ltd, Babcock International Group, E.ON, Leonardo, HS2 Ltd, Jaguar Land Rover, Lloyd's Register Foundation, Lockheed Martin, National Cyber Security Centre, National Grid, National Nuclear Laboratory, RAF, Shell, Siemens, Tomorrow's Engineers and the UK Electronics Skills Foundation. We are also undergoing a digital transformation, with extensive programme development underway in order to ensure that the Trust can achieve its vision in new and innovative ways.

“Scientists study the world as it is, engineers create the world that has never been ”
- Theodore von Karman



Arkwright Engineering Scholarships programme

The Arkwright Engineering Scholarships programme began in 1991, when a group of committed Headteachers concluded that Design & Technology was not being given the profile the subject deserved as an incubator for future high-calibre Engineers and Technical Designers. It was decided to launch a Scholarship programme to encourage and stimulate high-ability 15/16 year olds to consider Engineering and Technical Design as a career, through the study of Design and Technology.

In 2001, the Arkwright Engineering Scholarships programme was transferred to the Smallpeice Trust, who incorporated the independent registered charity within the Smallpeice Trust Group of Charities. In 2018, the Arkwright Scholarships Trust formally merged with the Smallpeice Trust.

Today, the programme is one of most prestigious scholarships of its type in the UK: We identify, inspire and nurture future leaders in engineering, computing & technical design. The Scholarships are awarded to high-calibre 16 year old students through a rigorous selection process and support students through the two years of their A levels, Scottish Advanced Highers or equivalent qualifications.

School STEM days

STEM days are held in school for young people in Year 8 – 12 as well as in Primary school for students. Hosted by a Smallpeice Trust educator, they are designed to complement the national curriculum in science, technology, engineering and maths. Activities range from designing, testing crash proof vehicles, wind turbines to building bridges.

Courses and educational activities

Our engineering courses enable students to fuel their passion for STEM subjects. These multi-day courses give an insight into life beyond the classroom and introduce students to industry leaders and get young people with similar interests working together on hands-on projects.

These courses are for students aged 12 to 17 and cover a variety of fascinating engineering topics, including robotics, cyber security, aerospace, astrophysics and computing. Whether online or in-person, all our courses are delivered by a combination of leading academics at some of the UK's top universities, our specialist Education Team and/or industry experts, representing world-leading engineering industry giants - they aim to bring science, technology, engineering and maths subjects to life.



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Job description and person spec - Partnerships Manager



Job description

Job title	Partnerships Manager (Corporate, Public & Education)
Department	Partnerships
Reporting to	Head of Partnerships
Responsible for	N/A
Salary	c. £42,000
Location	Your place of work is Holly House. There is an expectation that you will spend 40-60% of your working time at Holly House.
Benefits	<ul style="list-style-type: none">• Pension (7% employer contribution)• Life Assurance• Private Healthcare

Role purpose

Working within the Business Development Team (Partnerships) this role will bring in new funders for the Trust's programmes, supporting our ambitious growth plans as well as managing key accounts.



Key tasks and responsibilities

New partner acquisition

- Identify opportunities for new partnerships.
- Develop new relationships to increase programme funding.
- Grow the number of high value, multi-year strategic partnerships for the Trust.
- Develop costed proposals for opportunities with new partners in line with bid rules.
- Be an ambassador for the Trust at events with networking and speaking opportunities.
- Support the wider team on opportunities, sharing ideas and intelligence.

Account management

- Oversee a portfolio of assigned partners, ensuring management of key accounts in line with SLAs.
- Build strong, long lasting mutually beneficial relationships which further the Trust's purpose.
- Handle client communications and write client reports.
- Work with the marketing and delivery teams to prepare presentations and proposals.
- Develop new opportunities with existing clients and / or identify areas of improvement, alongside our Content and Impact team.
- Work with the internal team to ensure delivery of client projects.
- Be the expert on the client's requirements throughout the process.
- Monitor the budget, spending and revenue, ensuring all accounts break even.
- Reviewing contracts and working with the Senior Leadership Team or external legal counsel for sign off.
- Write regular progress reports and end of project evaluations, pulling out key insights and impacts, inline with data provided by both Delivery and Content and Impact Teams.
- Responsible for all administration, maintain action logs, financial records, CRM etc.

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Job description



Key deliverables and results

- Source and secure high-value, multi-year corporate partnerships.
- Develop strategic, costed proposals aligned with funding priorities.
- Represent the organisation at events to build networks and visibility.
- Manage and grow partner relationships through structured account plans.
- Coordinate internal teams to ensure smooth delivery of partner projects.
- Track and report on impact, revenue, and performance of partnerships.
- Maintain accurate CRM records and support contract renewals.

Key relationships

- Operating within the Income Generation team comprising of Partnerships & Fundraising teams.
- Working in collaboration with Marketing team, specifically the B2B marketing role to support new partner acquisition & retention.
- Aligned with Content & Impact team to maximise partnerships & their impact with children & young people.
- Working in collaboration with Community & School STEM delivery teams.



Who we're looking for...

Skills and experience that will help you succeed in this role:

- Significant experience in developing new business.
- Self-starter used to delivering against deadlines and KPIs.
- Confident and compelling communicator
 - Writing pitches and proposals
 - Developing and delivering presentations
 - Talking to clients and colleagues
- Numerate, experienced with data analysis and financial management.
- Working collaboratively with product development & delivery teams.
- Experienced account manager, with responsibility for client accounts and driving new business growth.

Bonus points if you have these:

- Experience with multi-year income & contracts.
- Full driving license and able to travel, including overnight stays and out of hours working when necessary.
- Sector expertise in the STEM sector, engineering or computer science.
- Working in a charity in a fundraising role.

Unsure about applying?

Research shows that many individuals, especially women and those from marginalised groups, may hesitate to apply for jobs unless they meet every requirement. You might feel like you don't tick all the boxes, perhaps due to a confidence gap or impostor syndrome, especially if you've faced exclusion or marginalisation in the past. We understand this, and we encourage you to apply anyway. We are committed to working with you and supporting your growth.



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Job description and person spec- Fundraising Officer

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Job description



Job description

Job title Fundraising Officer

Department Fundraising

Reporting to Head of Fundraising

Responsible for N/A

Salary £36,000

Location Your place of work is Holly House. There is an expectation that you will spend 40-60% of your working time at Holly House.

Benefits

- Pension (7% employer contribution)
- Life Assurance
- Private Healthcare

Role purpose

Working within the Fundraising team, this role will lead on securing income from medium and large trusts, foundations and statutory sources, primarily through account management and new funders.

The postholder will develop and manage a pipeline of funding opportunities and ideally multi-year opportunities, building strong relationships with existing funders while identifying and cultivating new prospects.

This role would be ideal for someone looking to take the next step in their fundraising career, with the opportunity to take ownership of a high-value portfolio and make a meaningful impact.

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Job description



Key tasks and responsibilities

New funders

- Identify and pursue opportunities to grow the number of third sector and public funding supporters.
- Write compelling funding proposals tailored to funders' priorities.
- Support wider team on opportunities.
- Represent the Trust externally at events and meetings, acting as an ambassador and building new relationships.
- Support colleagues in understanding the role and value of T&F income across the charity.

Account management

- Manage a portfolio of funders, delivering applications, reports and stewardship that meet all compliance and funder requirements.
- Build strong, strategic relationships with funders, acting as a trusted point of contact.
- Collaborate internally to ensure projects are delivered to agreed outcomes, budgets and timelines, with accurate monitoring and reporting.
- Maintain accurate records of all funder activity, income and deadlines using the CRM and internal systems.

Fundraising development

- Contribute to the ongoing development of the Trust's fundraising strategy.
- Actively contribute to weekly pipeline meetings.
- Support ongoing development of case for support documents.
- Develop stewardship plans for new and existing supporters, supporting long-term engagement and retention.

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Job description



Key deliverables and results

- Source and secure ongoing support from third sector and public funding.
- Develop strategic, costed proposals aligned with funding priorities.
- Represent the organisation at events to build networks and visibility.
- Manage and grow partner relationships through structured account plans.
- Coordinate internal teams to ensure smooth delivery of partner projects.
- Track and report on impact, revenue, and performance of partnerships.
- Maintain accurate CRM records and support contract renewals.

Key relationships

- Operating within the Income Generation team comprising of Partnerships & Fundraising teams.
- Working in collaboration with Marketing team.
- Aligned with Content & Impact team to maximise funders impact with children & young people.
- Working in collaboration with Community & School STEM delivery teams.

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Person spec



Who we're looking for...

Skills and experience that will help you succeed in this role:

- All round confident fundraiser, able to pick up different elements as required, with a can-do attitude.
- Experience in developing income streams and account management.
- Used to delivering against deadlines and KPIs.
- Team player used to building opportunities and bids across functions of a business.
- Good knowledge of GDPR requirements and working with a CRM.
- Confident and compelling communicator
 - Writing bids, pitches and proposals
 - Developing and delivering presentations
 - Talking to clients and colleagues
- Numerate, experienced with data analysis and financial management.

Bonus points if you have these:

- Experience working for a children's/educational charity.
- Knowledge of the UK funding landscape for youth, STEM, or education programmes.
- Understanding of public sector funding.

Unsure about applying?

Research shows that many individuals, especially women and those from marginalised groups, may hesitate to apply for jobs unless they meet every requirement. You might feel like you don't tick all the boxes, perhaps due to a confidence gap or impostor syndrome, especially if you've faced exclusion or marginalisation in the past. We understand this, and we encourage you to apply anyway. We are committed to working with you and supporting your growth.

General responsibilities which apply to all roles at the Smallpeice Trust

Safeguarding responsibilities

- Take responsibility for promoting and safeguarding the welfare of children and young people. This includes working in environments where children and young people may be present.
- Be aware of and ensure strict compliance with the Trust's Safeguarding policies and procedures and Code of Conduct.
- Report any safeguarding concerns, no matter how small.
- Undertake all safeguarding training as directed.

Data security responsibilities

- Maintain confidentiality of data and information that is sensitive to the Company, in line with Company policy and the Data Protection Act.
- Be aware of responsibilities under the requirement of the Data Protection Act 2018 and ensure strict compliance with the Trusts Data Protection policies and procedures.
- Minimise the risk of data security breaches by ensuring all Trust confidential data is handled and processed securely.
- Report all data breaches immediately so that swift containment action is taken.
- Undertake all data protection training as directed.

Health and safety responsibilities

- Be aware of and ensure strict compliance with the Trust's Health and Safety policies and procedures.
- Take a proactive approach to managing their own and others Health & Safety.
- Take reasonable care of own and others personal health and safety when carrying out the Trust's activities.
- Report any potential health and safety risks or hazards to line managers.
- Undertake all health and safety training as directed.

Standard requirements of all positions

All employees are required to:

- Be flexible in their duties/responsibilities and perform other duties which reasonably correspond to the general character of their job and their level of responsibility.
- Adhere to all Company's policies.

All employees must be willing to live the Smallpeice Trust Values and Behaviours:

- Excellence
- Collaboration
- Inclusive
- Inspirational
- Innovative

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How to apply



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How to apply



The Smallpeice Trust is working with Charisma Charity Recruitment.

Applications for the Partnerships Manager should be submitted through the [Charisma website](#)

Applications for the Fundraising Officer should be submitted through the [Charisma website](#)

Applications should include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role and describing any potential conflicts of interest

For an informal and confidential discussion about either roles, please contact Katherine Anderson-Scott, Associate Director or Louise Portnall, Recruitment Consultant at Charisma Charity Recruitment on 01962 813300 or email info@charismarecruitment.co.uk

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.

Closing date for the Partnerships Manager: Wednesday 23rd July 2025

Interviews with the Smallpeice Trust: 7th August (afternoon) or 8th August

Charisma vetting interviews must be completed by EOD on the 29th July prior to the submission of the shortlist on the 30th July.

Closing date for the Fundraising Officer: Wednesday 23rd July 2025*

*However, applications for the Fundraising Officer role are being reviewed and actioned on a rolling basis. Please apply without delay to avoid disappointment.

Interviews with the Smallpeice Trust: We are currently working towards interviews on 17th July (afternoon) or the 18th July, with further dates in late July if required.



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