
Job Title: Philanthropy and Partnership Coordinator

Location: Remote (UK-based, with occasional travel to Telford or other project sites)

Reports to: Business Manager

Hours: Part-time – 3 days per week (22.5 hours)

Salary: £31,286 (pro rata)

Contract: Permanent

About Small Woods Association

Small Woods Association is the UK's leading charity promoting sustainable woodland management, social, environmental and economic benefits of small woodlands. We support woodland owners, deliver hands-on training in woodland skills, and run wellbeing programmes that connect people with nature through woodlands.

As a national charity we are seeking a committed **Philanthropy and Partnership Coordinator** with UK-wide knowledge of charitable income generation models, to strengthen relationships with funders, supporters and stakeholders—helping secure the resources and recognition needed to expand our impact.

Purpose of the Role

This role plays a key part in advancing Small Woods' sustainability by:

- **Securing philanthropic support** through grants, trusts, and donors.
- **Building and nurturing strategic partnerships** with supporters, funders, sponsors, and networks.
- **Promoting the charity's work** through digital outreach and storytelling to engage members and stakeholders.

You will work closely with the CEO and delivery teams to align income generation with the charity's mission and priorities.

Key Responsibilities

Philanthropy & Fundraising (Approx. 2 days/week)

- **Identify and pursue funding opportunities** from UK-based trusts, foundations, public sector schemes and corporate sponsors.
- **Write compelling grant applications** for projects focused on woodland innovation, social prescribing, education, and conservation.
- **Steward funder relationships**, ensuring timely reporting, compliance, and meaningful engagement.

- **Collaborate with internal teams** to shape fundable project proposals with measurable outcomes and clear budgets.
- **Support development of earned income streams**, such as training, consultancy, and membership, by identifying and promoting opportunities.

Partnerships & Outreach

- **Develop and manage partnerships** with philanthropic donors, environmental organisations, and community networks.
- **Coordinate cross-sector collaborations** to support long-term funding and awareness.
- **Represent the charity** at relevant events, building networks and advocating for Small Woods' mission.

Marketing (Approx. 1 day/week)

- **Plan and deliver digital campaigns** to promote income generation related initiatives, membership services, events and impact stories.
- **Maintain and update website content** to reflect income generation related current activities and opportunities.
- **Create high-quality materials**, including items for the newsletters, case studies, reports and social media content.
- **Support member engagement** by helping grow and connect our network of woodland supporters, volunteers and stakeholders.
- **Ensure consistency of brand** and messaging across all platforms and materials.

Person Specification

Essential

- Proven experience in grant writing and fundraising for charitable organisations.
- Strong understanding of the UK charitable funding environment.
- Excellent communication and relationship-building skills.
- Confident in digital marketing, including social media, websites, and email campaigns.
- Highly organised, self-motivated, and able to manage multiple priorities remotely.
- Passion for environmental or community-based work.

Desirable

- Experience developing strategic partnerships or sponsorships.
- Skills in visual content creation (design, photography, video).

- Experience with CRM systems or donor databases.
 - Interest in sustainable woodland management, nature-based wellbeing, or outdoor learning.
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Working Conditions

- Remote work with flexible hours.
 - Occasional travel to Telford or other UK sites.
 - Equipment and support for home working provided.
 - Collaboration via online platforms and video calls.
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What We Offer

- Flexible working arrangements and supportive culture.
 - 25 days holiday pro rata + bank holidays.
 - Pension contribution.
 - Opportunity to help shape the future of people and woodland wellbeing across the UK.
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How to Apply

Please send your CV and a short cover letter (max 2 pages) outlining your suitability to:

 office@smallwoods.org.uk

 **Deadline:** 23:59, 8 August 2025

 **Interviews:** 18 August 2025 (via Teams or in-person where possible)
