



Partnerships & Growth Officer

Key Details

We are seeking a proactive, confident, and relationship-driven Partnerships & Growth Officer to contribute to Bridging the Bar's external income and growth activities. This is a highly client-facing role that involves engaging with chambers, organisations, major sponsors, donors, grant funders, and other external stakeholders to secure financial support for BTB's mission and programmes. You will take ownership of outreach, lead meetings and negotiations, and build strong, long-term relationships that underpin the charity's sustainability and impact.

Job Title: Partnerships & Growth Officer

Location: Remote (c. twice a month travel to London and other UK cities, with expenses reimbursed).

Working Hours: Mon- Fri 9:00–18:00 with a one hour lunch break.

Weekend Work: 1–2 Saturdays per month (September to June), with time off in lieu.

Salary: £25,396.80 per annum, with eligibility for a discretionary bonus linked to organisational performance. The expected range for this bonus is £1,000–£5,000, depending on results.

About Bridging the Bar

Bridging the Bar (BTB) is an award-winning charity working to increase diversity at the Bar of England and Wales. We support aspiring barristers from underrepresented backgrounds through a range of high-impact programmes, events, and partnerships with leading chambers, law firms, and institutions.

The Role

We are seeking a proactive, confident, and relationship-driven Partnerships & Growth Officer to contribute to Bridging the Bar's external income and growth activities. This is a highly client-facing role that involves engaging with chambers, organisations, major sponsors, donors, grant funders, and other external stakeholders to secure financial support for BTB's mission and programmes. You will take ownership of outreach, lead meetings and negotiations, and build strong, long-term relationships that underpin the charity's sustainability and impact.

As Partnerships & Growth Officer, you will manage the delivery and renewal of our annual Partnership Cycle, cultivate major sponsorships, prepare award and grant applications, support



Partnerships & Growth Officer

the development of new income streams such as our accreditation scheme, high-value individual giving, and crowdfunding, and innovate novel initiatives. You will work closely with the Head of Operations and Programmes, as well as the wider Programmes team, to ensure high-quality delivery across all external commitments, seamless coordination, and effective communication of BTB's outcomes and impact.

This role is ideal for someone who is motivated by securing resources, enjoys leading external meetings, thrives in a varied and fast-moving environment, has a flexible and innovative approach, and is excited by the opportunity to contribute to BTB's strategic growth and long-term success.

Key Responsibilities

Partnerships Cycle

Each year, Bridging the Bar works with a cohort of chambers and organisations who financially support our work through the Partnership Cycle. This cycle runs from April to April, with partners donating a set amount in return for formal recognition and a package of benefits delivered throughout the year. As the cycle progresses, you will be responsible for outreach and renewals, onboarding, benefit delivery, and ongoing relationship management.

As Partnerships & Growth Officer, you will be responsible for:

- Researching and identifying potential partner organisations, and conducting proactive outreach to engage them in the Partnership Cycle
- Renewing existing or recurring partnerships, ensuring positive and long-term relationships
- Leading meetings and negotiations with potential or existing partners to secure onboarding to the current Partnerships Cycle
- Ensuring the smooth delivery of partnership benefits, including coordinating agreed activities and supporting partners to maximise the value of their engagement
- Coordinating with programme teams where cross-team collaboration is required to ensure expectations are met in relation to partner benefits
- Maintaining accurate partnership tracking, including invoicing, communications, benefit allocation, and delivery deadlines
- Monitoring partner accounts and taking a proactive approach to managing partner relationships and resolving issues



Partnerships & Growth Officer

- Developing and refining partnership materials, such as proposals, benefit decks, and outreach resources
- Bringing an innovative, solutions-focused approach to the design and delivery of partnership benefits and improvements to the overall cycle
- Gathering partnership feedback, ensuring partners understand the value and outcomes of their contribution
- Supporting impact reporting, including gathering relevant data, preparing summaries, and assisting the Head of Operations and Programmes in the production of reports for the Board

Major Sponsorships

Bridging the Bar also secures major sponsorships to fund specific programmes, such as the Academy. These agreements are individually negotiated and supported through tailored engagement plans. You will be responsible for identifying potential major sponsors, supporting negotiations, coordinating the delivery of agreed benefits, and managing these relationships to ensure strong long-term sponsorships.

As Partnerships & Growth Officer, you will be responsible for:

- Researching and identifying potential major sponsors, and conducting proactive outreach to engage organisations aligned with our programmes and new initiatives
- Cultivating and renewing major sponsorships, ensuring positive, long-term relationships with key funders
- Developing proposals, presentations, and engagement resources tailored to major funders to support pitches
- Collaborating with programme teams to ensure cross-team deliverables related to major sponsorships are met effectively and on schedule
- Maintaining accurate tracking of major sponsorships, including records of communications, deliverables, invoicing, and benefit fulfilment
- Proactively monitoring sponsor accounts, addressing emerging needs, and supporting strong relationship stewardship
- Gathering sponsor feedback and helping sponsors understand the outcomes and impact of their contribution
- Supporting impact reporting, including gathering relevant data, preparing summaries, and assisting the Head of Operations and Programmes in producing reports for the Board



Partnerships & Growth Officer

Grants and Awards Applications

Bridging the Bar also pursues opportunities through both achievement awards and monetary grants. Achievement awards help raise our profile and showcase the impact of our work, while grant funding supports the delivery and growth of our programmes. You will contribute to identifying suitable opportunities, preparing strong applications, and supporting the stewardship and reporting required by award bodies and grant funders.

As Partnerships & Growth Officer, you will be responsible for:

- Researching and identifying suitable opportunities that align with Bridging the Bar's mission, programmes, impact, and funding requirements
- Drafting and preparing high-quality applications, including gathering evidence, impact data, and supporting materials
- Monitoring deadlines and submission requirements to ensure timely, accurate applications
- Assisting with stewardship of award bodies and grant funders, including timely communication and relationship management
- Supporting grant reporting requirements, such as gathering programme data, preparing summaries, and assisting the Head of Operations and Programmes with narrative and financial reporting

New Initiatives

In addition to established activities, Bridging the Bar pursues new and emerging initiatives to support long-term financial sustainability, programme expansion, and reputational growth. This includes in our current development phase; a Chambers focused accreditation scheme, high-value individual giving, and crowdfunding campaigns. Future expansion has the scope to include other opportunities whether identified by the organisation or by you. You will help develop, test, and implement these initiatives as they evolve.

As Partnerships & Growth Officer, you will be responsible for:

- Overseeing the pilot of the accreditation scheme including; conducting meetings with pilot chambers, co-ordinating with consultants, ensuring deliverable are met, assisting with evaluation and refinement, supporting materials production



Partnerships & Growth Officer

- Overseeing the initial stages of our high value individual giving work stream including; identifying potential givers, conducting relevant meetings, co-ordinating with suppliers, dispatching thank you gifts, and supporting materials production and distribution
- Developing crowd funding and fundraising initiatives including; innovating themes for targeted campaigns, overseeing campaign delivery, co-ordinating with volunteer fundraisers, administering recurring donations, and supporting materials production and distribution
- Applying a creative, solutions-focused mindset to identifying and shaping future opportunities

Other Duties

Beyond core responsibilities, you will also support wider organisational activities as needed. This may involve assisting with the BarNav newsletter, representing Bridging the Bar at events, and completing additional tasks that contribute to the charity's overall effectiveness.

- Overseeing production of the BarNav newsletter including; brainstorming issues themes, co-ordinating contributions from partners, sponsors, staff, and/or candidates, compiling contributions and drafting final issue in Canva, and collaborating with the programmes team to ensure distribution of each issue.
- Providing support to the Head of Operations and programmes where needed including; taking meeting minutes, supporting production of financial reports, and assisting with presenting to the Board
- Collaborating with operations and programmes departments to support cross-functional delivery
- Representing BTB at BTB hosted events, relevant sector events, award ceremonies, or grant briefings where required
- Maintaining a flexible approach and supporting emerging needs across the charity as they arise

About You

Essential

- Adaptable and flexible, comfortable working in a changing environment
- Confident communicator, able to liaise with senior stakeholders and clients, lead meetings, negotiate, and network effectively



Partnerships & Growth Officer

- Proactive and self-motivated, with the ability to take initiative
- Innovative, with a willingness to propose new ideas and approaches
- Aligned with the organisation's values and mission-driven in approach
- Commercially aware, with an understanding of opportunities, markets, and value creation
- Excellent communication skills, both written and verbal
- Strong organisational skills, with the ability to manage multiple priorities

Desirable

- Experience with business development, corporate relations, grants, or sales or similar
- Demonstrated ability to build partnerships, generate opportunities, or support income-generating activities
- Understanding of the charity or legal landscape
- Creative approach to outreach and audience engagement, including digital communications and social media
- Competence with common work tools (e.g., Google Workspace, Canva) and a willingness to learn new systems

What We Offer

- The opportunity to support an award-winning charity driving systemic change within the legal profession
- Opportunities to contribute to organisational strategy and shape new initiatives
- Remote-first working environment, enabling flexibility and autonomy
- Flexible scheduling, allowing you to balance work and personal commitments
- Additional annual leave, with one extra day of paid holiday for each year of service (up to three years)
- Reimbursed travel and accommodation expenses for all work-related travel
- Annual funded team celebration days to recognise achievements and strengthen team connection
- Role-specific training and professional development, tailored to your growth
- Regular supervision and mentorship to support your ongoing professional development
- Access to our Employee Development Fund to fund training courses or other progression costs



Partnerships & Growth Officer

- Access to our Employee Equipment Fund to fund to help you enhance your home-working setup
- Supportive, inclusive, and values-driven organisational culture

How to Apply

Please submit a one-page cover letter and CV via the form with the subject line (NAME) – Partnerships & Growth Officer Application - Stage One. Your cover letter should reflect your experience, vision for how you would contribute to the organisation, and commitment to BTB's mission. This should be submitted to us directly via the email address on our website: applications that are not emailed directly will not be considered.

If you are successful at stage one, you will also be asked to complete pre-interview tasks as stage two between 12th Jan - 16th Jan.

Our third and final stage is an interview stage. Applicants successful at stage two will be invited to interview in W/C 19th Jan.

We aim to make an offer in W/C 26th Jan.

All applicants, successful or not, will receive application feedback from the panel.

Application Deadline: 09:00 12th January 2026

Intended Start Date: 09:00 2nd March 2026

Please note that you must both be located within and have the right to work in the UK for this role.