Application Pack

Great Place To Work. Certified NOV 2023-NOV 2024 UK

Candlelighters

Supporting the families of children with cancer

The Candlelighters Trust is a registered charity and supports the families of children affected by childhood cancer across Yorkshire. Registered Charity No: 1045077. The Candlelighters Trust is also a Limited Company, registered office: 8 Woodhouse Square, Leeds, LS3 1AD. Registered England No. 3020552

wwww.candlelighters.org.uk | careers@candlelighters.org.uk | 0113 887 8333

Appointment Brief

Job Title: **Corporate Partnerships Manager**

Role Description: See pages 9-13

Salary: £40,000 per annum

That's the equivalent of £42,857 on a standard 37.5-hour week. Enjoy a shorter working week without compromising on a competitive salary.

Hours: 35 hours p/w (27 days holiday per annum and bank holidays)

Contract: Permanent

Location: Leeds, with regular travel across Yorkshire. Hybrid working available.

Address: 8 Woodhouse Square, Leeds, LS3 1AD

Closing Date: Rolling process – applications will be shortlisted and interviews conducted on an ongoing basis.

About Candlelighters

Each year, over 150 children in Yorkshire are diagnosed with cancer. When a child is diagnosed, lives are turned upside down instantly: not just for the child but the entire family. Getting well again can be a long and challenging journey, emotionally, physically, and financially. Supporting children and families throughout that journey is why our charity, Candlelighters, was formed more than 50 years ago.

We understand the complexities and impacts of a childhood cancer diagnosis, and our mission is to bring light and hope to families facing childhood cancer in Yorkshire.

We aim to do this by:

- **Providing emotional, practical and financial support to families.** This includes expert support such as talking therapies, wellbeing services and support groups, holidays, day-to-day support on the wards and financial grants.
- Delivering our range of high-quality family support services for whenever and wherever we are needed, from the point of diagnosis, during and after treatment, and for those families who are sadly bereaved.
- Supporting and strengthening the NHS centre of excellence in Yorkshire by funding crucial, front-line hospital roles.
- Investing in vital research, education and training to improve the outcomes and lives of children and their families affected by childhood cancer both across Yorkshire and further afield.

Our Vision

To bring light and hope to every family affected by childhood cancer across Yorkshire.

Our Mission

We bring light to families affected by childhood cancer by providing emotional, practical and financial support.

We bring hope by investing in vital research to improve the outcomes and lives of children with cancer.

Working at Candlelighters

Candlelighters is a big family.
Over the next few pages, we will give you a flavour of what it means to work for our special charity. Candlelighters is one big family with 35-40 employees. We live and breathe our values. It's what we believe in, what we stand for and what makes us who we are:

Officially a Great Place to Work!

You don't just have to take our word for it, 97% of our employees officially voted us as a Great Place To Work, and we came 36th in the top 100 UK small business Great Place to Work awards 2024 (and were the highest ranking charity in the category!).

Employee Benefits

At Candlelighters, our people are at the heart of everything we do. We are committed to supporting employees both at work and in life through a competitive benefits package that promotes wellbeing, financial security and a positive, flexible working environment, with many of our benefits exceeding statutory requirements. Most benefits are available from day one, unless otherwise stated. See the next page for our full rewards and benefits.

Pay & Financial Benefits

We provide financial benefits to give you peace of mind now and in the future:

- Generous pension scheme after 3 months of employment (5% employer / 4% employee contribution) and flexibility to increase your contributions if you wish.
- Pension salary sacrifice scheme.
- Life assurance (3x annual salary).
- Statutory sick pay during probation, then full sick pay for a limited period after that.
- Refer a Friend scheme.

Learning & Development

We are committed to helping you grow and develop throughout your career:

- Thorough, structured induction programme.
- Ongoing training and development opportunities.
- Business coaching.

Time Off & Flexibility

We understand the importance of work/life balance and flexibility:

- 27 days annual leave, plus bank holidays.
- Birthday day off.
- Option to buy or sell annual leave.
- A range of options for flexible working.
- 35-hour full-time working week.

Health & Wellbeing

Your physical and mental wellbeing are a priority, and we offer a range of support to help you feel your best:

- Mental Health First Aiders.
- Unlimited access to a 24/7 GP (online/telephone).
- Employee Assistance Programme (24/7 confidential impartial telephone support and access to counselling for health, wellbeing and personal matters).
- Flu vaccinations.
- Eye tests.
- Proud to be a Mindful Employer.
- Dedicated Menopause Champion.
- Wellbeing app and resources.

Culture & Perks

Being part of Candlelighters means being part of a supportive, collaborative, and welcoming community:

- Social events, activities and team away days.
- Annual charity-wide celebration.
- Refreshments available at work.
- Charity discount card.
- Employee parking (rota system).
- Access to support services.

After 2 years service

- Annual leave increases to 29 days plus bank holidays
- Enhanced maternity leave (12 weeks full pay then 27 weeks statutory maternity pay.
- Enhanced paternity leave (2 weeks full pay + standard paternity leave with flexibility when you want to take it).
- Choose between enhanced pension contributions (with employer contributions up to 7%), or private medical insurance or gym membership.

After 5 years service

- Annual leave increases to 32 days plus bank holidays
- Option to combine enhanced pension contributions (with employer contributions up to 11%) with private medical insurance or a gym membership.

Join our Award Winning Team!

At Candlelighters, we're proud to be recognised nationally and regionally for our people, leadership, workplace culture and impact. These achievements reflect the passion, expertise and dedication of our colleagues as we support children and families affected by childhood cancer across Yorkshire.

Recent Achievements

- Yorkshire Choice Awards – Charitable Excellence Award (Winner, 2025).
- Charity Governance Awards – Challenge to Change (Winner, 2025).
- Yorkshire Children of Courage Awards – Children's Charity of the Year (Winner, 2024).
- Yorkshire Fundraiser of the Year – Chris Salt (Winner, 2025).
- Sales Leader, Not for Profit – Tom Robertshaw (Winner, 2026).
- MBE awarded to Stephen Redman (2025) for services to the families of children with cancer.

Great Place to Work UK Top 100 Rankings (2024):

- Best Workplaces for Learning & Development.
- Best Workplaces for Wellbeing.
- Best Workplaces for Charity & Non-Profit.
- Best Workplaces for Small Business.

Multiple finalists and shortlisted recognitions across leadership, HR, governance, innovation and community impact awards, including awards celebrating the achievements across the wider Candlelighters team.

Staff Testimonials

Don't just take our word for it, see what our staff have to say about working for Candlelighters!

"In my working life of 25 years, I have never worked somewhere that comes anywhere near as special as working with the team here at Candlelighters. If you want fun, a challenge within a supportive environment and to know that what you do makes a difference, this is the place for you. Join the Candlelighters family."

- Chris Salt, Philanthropy Manager

"Our values run through everything we do here at Candlelighters which creates an amazing culture to work in. We have so much fun as a team and the charity cares deeply about our wellbeing. Knowing the impact our work has on families going through such challenging times makes it an extremely rewarding environment. I feel privileged to work for Candlelighters."

- Tom Robertshaw, Head of Fundraising

"I have worked at Candlelighters for over 5 years now, it's such an AMAZING place to work - One big family! From the first day you start at Candlelighters you feel the warmth and joy from the whole team, everyone is fabulous and so supportive! I feel very privileged to work for Candlelighters."

- Lauren Herbert, HR Coordinator

"I have never worked anywhere with such a focus on fun in the workplace as I have at Candlelighters. There is always the chance to get involved in events with our wonderful families, trips away, pie splats, Custard Baths – any excuse to get dressed in Pink and make a mess! The Team all support each other and staff wellbeing is high on the agenda. It's the people that make it such a great place to work and the passion everyone has to make a positive difference in the lives of our families."

- Sean Donnelly, Fundraising Assistant

Getting involved

Working for Candlelighters means you can get involved in as little or as much as you want to help support the charity and the amazing work that it does.

Getting involved varies from donning a silly hat for a photoshoot for a campaign, volunteering at one of our events, fundraising, or participating in an event yourself!

Meet some of the families we support

'"The love and support you gave to us and Charlie during his treatment was above and beyond. He was never daunted by the hospital and that's down to Candlelighters. Charlie also enjoyed going to The Square after his treatment to annoy the staff there with chair races, Nerf guns and his stories. Not forgetting our amazing holiday to Centre Parcs of which the memories will last a lifetime. We are forever grateful."

- Mum

"The support Candlelighters gives is second to none and is a fine example of what other charities should follow. What is great though, is you get to meet other parents and children who have gone through the same and fully understand your pain, something that other people just never get."

- Dad

The Role

Salary

£40,000 per annum.
That's the equivalent of £42,857 on a standard 37.5-hour week. Enjoy a shorter working week without compromising on a competitive salary.

Hours

35 hours p/w (27 days holiday per annum + bank holidays)

Job Summary

This is a new role for Candlelighters, created as part of our continued investment in sustainable income growth. As demand for our services continues and costs increase, growing our corporate income is essential to ensuring we can protect, develop and sustain high-quality support for children and young people with cancer and their families, now and in the future.

This is a key growth role within Candlelighters' fundraising team. The postholder will bring the experience, maturity and confidence required to lead and develop a small corporate fundraising team, while personally delivering income through business development and high-quality account management. The role requires someone who can combine commercial confidence with a values-led approach to partnership fundraising. It is not a fully established or narrowly defined role; it requires someone who is energised by building and shaping approaches, creating structure where needed, and maximising opportunities as they emerge.

The role will lead the development and delivery of the corporate fundraising strategy, manage the corporate income and expenditure budget, and oversee the performance of the corporate fundraising team. Through direct line management of the Partnership Development Manager and Partnerships Executive, the postholder will create a high-performing culture focused on excellent supporter experience and sustainable income growth.

Alongside strategic leadership responsibilities, the Corporate Partnership Manager will maintain a portfolio of high-value corporate relationships and business development opportunities, securing partnerships that contribute to the charity's long-term ambitions.

Line Manager

Head of Fundraising

Key relationships

The Corporate Partnership Manager plays a critical role within the fundraising team, leading corporate income growth and helping Candlelighters achieve its overall fundraising ambitions.

The role will work closely with the Head of Fundraising, CEO, Partnership Development Manager, Partnerships Executive, Engagement Team and wider fundraising team. It will also build and manage relationships with corporate partners and prospects, business networks, senior volunteers and Trustees where appropriate.

The Role ctd.

Principal Responsibilities

Strategic Leadership and Income Growth

- Lead the development, delivery and ongoing review of the corporate fundraising strategy, ensuring alignment with Candlelighters' organisational objectives and long-term income ambitions.
- Develop and manage the annual corporate fundraising income and expenditure budget, monitoring performance and recommending action where needed.
- Identify opportunities for sustainable income growth and create clear plans to maximise corporate fundraising income across the programme.
- Produce regular performance reports, insight and recommendations for the Head of Fundraising and senior leadership team.
- Create structure, direction and momentum within a developing corporate fundraising function, adapting plans as opportunities and priorities evolve.

Team Leadership and Performance

- Provide effective line management, support and leadership to the Partnerships Development Manager and Partnerships Executive.
- Set, monitor and review individual objectives, KPIs and personal development plans for team members.
- Foster a positive, collaborative and high-performance culture that reflects Candlelighters' values.
- Provide confident leadership through change, maintaining focus on income growth, supporter experience and team performance.

Corporate Partnerships and Business Development

- Lead delivery of agreed corporate fundraising income targets through a balanced focus on new business, account management and partnership growth.
- Develop and manage a portfolio of strategic and high-value corporate partnerships.
- Lead on securing high-value corporate partnerships and strategic opportunities that contribute significantly to income growth.
- Build and maintain a strong pipeline of potential corporate supporters, ensuring effective management of prospects and business development activity.
- Represent Candlelighters confidently at networking events, business functions, meetings and presentations, developing relationships that support corporate fundraising objectives.
- Move flexibly between strategy, new business development, account management and hands-on fundraising delivery, progressing opportunities from initial contact through to long-term partnership growth.

The Role ctd.

Principal Responsibilities

Supporter Stewardship and Relationship Management

- Ensure the highest standards of supporter care are maintained across all corporate fundraising activity.
- Oversee the cultivation, solicitation, stewardship and retention of corporate supporters, ensuring partners receive timely, appropriate and meaningful engagement.
- Develop and review stewardship plans to maximise supporter retention, partnership value and long-term engagement.
- Identify opportunities for cross-team fundraising activity that maximise income, supporter engagement and wider organisational impact.

Systems, Collaboration and Compliance

- Work closely with the Engagement Team to ensure corporate fundraising is supported through effective marketing, communications and PR activity.
- Maintain accurate and up-to-date records on the fundraising database and ensure compliance with all relevant policies, procedures and regulatory requirements.
- Champion equality, diversity and inclusion, actively promoting and upholding Candlelighters' values across all areas of work.
- Ensure children and young people with cancer and their families remain at the heart of all corporate fundraising activity.

This job description is not intended to be exhaustive, and it remains subject to change at any time to meet the changing needs of the Charity.

The Role ctd.

Person specification

Experience

Essential

- At least three years' experience in corporate fundraising, partnerships, business development or a closely related income-generating role.
- Experience of line managing, supporting and developing staff, including setting objectives and maintaining accountability.
- Proven experience of developing and delivering successful corporate fundraising, business development or partnership growth strategies.
- Proven experience of achieving income targets through both new business development and the growth and stewardship of existing relationships.
- Experience of working successfully in a developing or changing fundraising environment, creating structure and progressing opportunities where there is not always a fixed pathway.
- Experience of preparing and delivering persuasive pitches, proposals and presentations.
- Experience of budget management, financial monitoring and income forecasting.
- Experience of using CRM systems to effectively manage supporter relationships and pipeline activity.
- Full UK driving licence and access to vehicle.

Desirable

- Experience of managing multi-year strategic partnerships.
- Experience of working with senior volunteers, board members or trustees to support fundraising objectives.

Person Specification continued on next page

The Role ctd.

Person specification

Knowledge & Skills

Essential

- Strong understanding of corporate fundraising principles, trends and best practice.
- Excellent business development skills with the ability to identify, cultivate and secure new partnership opportunities.
- Strong commercial awareness, with the ability to identify and develop mutually beneficial partnership opportunities.
- Strong strategic planning skills with the ability to translate organisational objectives into practical action plans.
- Excellent verbal and written communication skills, with the ability to influence and engage a wide range of audiences.
- Excellent presentation, public speaking and negotiation skills, with the confidence to speak on behalf of Candlelighters to corporate audiences, senior stakeholders and networking groups.
- Excellent organisational and project management skills, with the ability to manage competing priorities effectively.
- Skilled in leading, motivating and developing others, with the ability to create clarity, accountability and momentum.
- Ability to balance strategic thinking with practical delivery across planning, team leadership, relationship management and direct fundraising activity.
- Ability to use CRM systems, pipeline data, income reports and insight to inform decision-making and drive fundraising performance.
- Understanding of charity fundraising regulation, compliance, data protection and supporter care standards.
- Competent in the use of Microsoft Office applications and fundraising CRM databases.

Desirable

- Knowledge of the Yorkshire business community and corporate fundraising landscape.
- Knowledge of Beacon CRM.
- Understanding of wider fundraising disciplines and how corporate fundraising can support integrated income generation.
- Relevant fundraising qualification or professional membership (e.g. Chartered Institute of Fundraising).

Person Specification continued on next page

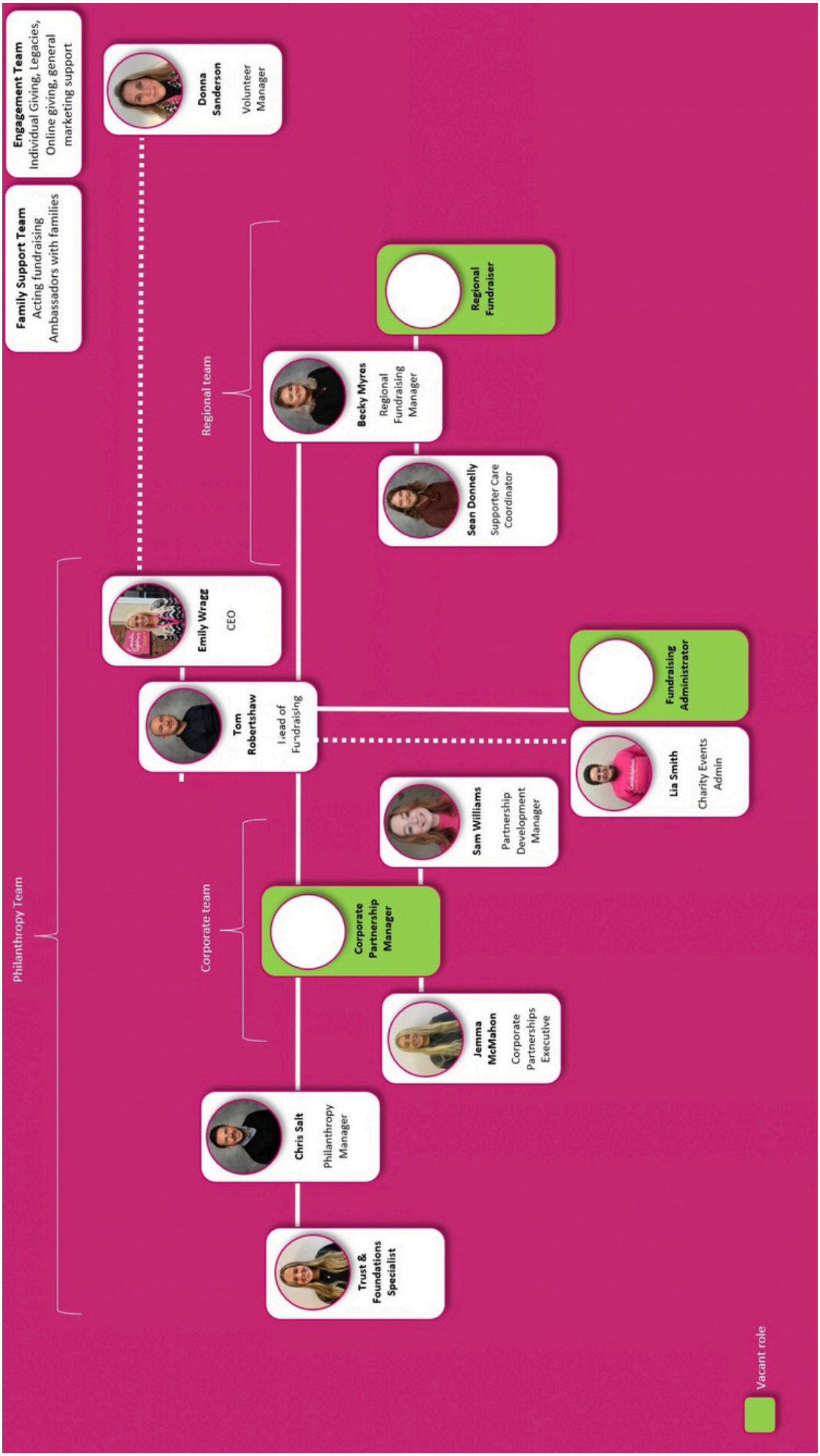
The Role ctd.

Person specification

Personal Attributes
Essential • Passionate about the work of Candlelighters and committed to improving outcomes for children with cancer and their families. • A positive, proactive and results-driven approach. • Confident, resilient and self-motivated. • Commercially minded whilst remaining values-led and supporter-focused. • Able to work both independently and collaboratively as part of a team. • Adaptable and responsive to changing priorities and opportunities, bringing calm judgement, flexibility and confidence to a role that will continue to evolve. • Credible and mature as a leader, able to support, challenge and motivate a small team while remaining hands-on and accountable for fundraising delivery. • Creative and open to developing new ideas and approaches to partnership fundraising. • Demonstrates honesty, integrity and professionalism at all times. • Committed to equality, diversity and inclusion and to upholding Candlelighters' values.

Candlelighters

Fundraising Structure Chart



This role is subject to an enhanced criminal record check, which is processed through the Disclosure and Barring Service (DBS).

This particular role is not suitable for family members who have received support from Candlelighters within the past three years. This is to ensure they are given the best possible care and support without any potential conflict of interest.

Previous applicants need not apply.

The closing date: Rolling – applications will be shortlisted and interviews conducted on an ongoing basis.

We operate a 3-stage interview due to the sensitive nature of the environment incorporating an interview and a taster session as outlined below:

Stage 1 - Telephone screening interview.
Date - TBC

Stage 2 - Formal interview & competency task.
Date - TBC

Stage 3 - Extended visit to charity, consisting of conversations with a beneficiary, meet and greet with the Fundraising team, conversations with Senior Management, and tours of the charity (approx. 3-4 hours).

To apply, please complete the application form on our website -
https://www.candlelighters.org.uk/jobs/corporate-partnerships-manager

If you have any questions, please email careers@candlelighters.org.uk

Feedback - Unfortunately, due to the large number of applications we receive, we are unable to provide feedback to those applicants who are unsuccessful prior to interview.

A*t Candlelighters, we are committed to fostering an inclusive and transparent recruitment process to ensure that candidates can make informed decisions before applying. With that in mind, it is important to acknowledge certain physical and logistical limitations within our office environment:*

- *Our building currently features steep stairs with no lift access, which might pose challenges for individuals with mobility impairments.*
- *Our parking facilities are limited. We do operate a rota system for parking places and employees use car parks in the area when they do not have a car parking place at work.*

We encourage prospective applicants to carefully consider these factors to determine if our work environment aligns with their needs and preferences before applying.

We believe in creating a supportive environment for all candidates. If you have any special requirements, please let us know in advance of your interview so that we can explore how to best accommodate your needs.

If you have any questions, please contact us via email at Careers@candlelighters.org.uk