



Job Description

Job Title: Corporate Partnerships Manager

Responsible to: Development Director

Bristol Beacon

Run by Bristol Music Trust, and known as **Bristol Beacon**, we were established in 2011 to run the South West's largest concert hall and promote musical excellence, creative learning and engagement. We announced our new name in September 2020. Bristol Beacon is a symbol of hope and community. A focal point for music and a place of welcome, warmth and light.

Our vision is to unite people through the joy of live music. We achieve this through a diverse programme of inspirational musical experiences, which offers something for everybody and encompasses music of all genres including classical, jazz, folk, world, rock, and pop, as well as local choirs, orchestras, and schools.

As an organisation increasing in national importance, we have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music-Education-Hub for the region, we deliver the National-Plan-for-Music-Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led programme, in partnership with The National Foundation for Youth Music and Paul Hamlyn Foundation, works with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

In 2023 we opened our newly refurbished concert halls in central Bristol with a new Music Education Centre in the cellars. This is a completely new space dedicated to music teaching and incorporates a new performance space aimed at young people and emerging artists.

We are showing further sector leadership through our sustainability commitment to become the first carbon neutral concert hall in the UK.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people; we value individual difference, inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

Team

The Development Team is led by the Development Director and is responsible for the fundraising strategy and activity for Bristol Beacon, with a current focus on the capital redevelopment, our music programme and education work. It raises voluntary funds for the Trust from individuals, companies and charitable trusts and foundations. The Development team also plays an advocacy role for the Trust.

Purpose of the Job

The Corporate Partnerships Manager plays a key role in driving Bristol Beacon's income generation through strategic corporate engagement. Reporting to and working closely with the Development Director, this role leads on the development, acquisition, and stewardship of corporate partnerships, ensuring alignment with the organisation's values and long-term goals.

The postholder will take a proactive approach to identifying and securing new business opportunities, building a robust pipeline of prospective partners across a range of sectors. In addition to leading on corporate sponsorship, the role also contributes to securing support from corporate trusts and foundations, and collaborates across the wider development team to support events, individual giving, and major donor engagement.

Key Responsibilities

Corporate Partnerships

1. Lead on Corporate Partnerships: Develop and implement a strategic approach to securing and growing corporate sponsorships and partnerships that deliver value for Bristol Beacon.
2. New Business Development: Build and maintain a strong pipeline of prospective corporate partners, identifying new opportunities and cultivating relationships to secure long-term support.
3. Corporate Trusts and Foundations: Research and apply to relevant corporate trusts and foundations, aligning proposals with Bristol Beacon's mission, values and impact.
4. Relationship Management: Deliver excellent stewardship to existing partners, including the timely and effective delivery of agreed benefits, recognition, and tailored engagement to ensure satisfaction and renewal.
5. Cross-Team Collaboration: Work closely with colleagues across the development team to ensure corporate engagement supports and enhances wider fundraising initiatives, including events, individual giving, and major donor activity.
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Communications

7. Work with the Marketing Team and an external PR agency to create opportunities for the promotion of new partnerships, deliver on agreed benefits, and to raise the profile of the organisation.
8. Write and gain internal approvals for press releases related to corporate partnerships.

Corporate Trusts and Foundations

9. Work with the Development Director on the research and cultivation of Corporate Trusts and Foundations and supporting the writing of bids and applications as required.

Events

10. Provide event management and planning support including logistics across all fundraising areas and manage the Development Officer in planning and delivery these events.
11. Work with teams across the organisation to deliver high-level sponsorship and corporate hospitality events

Staff Management

12. The Development Officer is directly managed by the Development Director, but the Development Manager will manage and monitor work through allocated responsibility for supporting corporate sponsorship, patron and membership schemes, individual giving, and events.
13. To supervise and support the Development Officer as required.

Capital

14. Support the Development Director to deliver capital fundraising strategies as required, with particular responsibility for the area of corporate partnerships, including the launch and delivery of the public campaign and leading on the organisation of corporate events.

Administration

15. Work with the Finance Team to ensure that all financial reporting requirements are met.
16. Work with the Box Office Team to ensure that customer information and fundraising processes are clear and in line with requirements.

Other

17. To represent the Development Director at meetings and events as required.
18. On a day to day basis comply with the Policies and Procedures of Bristol Music Trust.

Employee Specification:

Essential – The role holder **must** have the following **Core** and **Additional Role Specific** competencies:

Core Competencies

- LEADERSHIP
Demonstrates the ability to effectively plan, prioritise, and coordinate their own workload as well as guide and support the activities of others to achieve shared goals.

COMMUNICATION

- Demonstrates the ability to communicate clearly, professionally and persuasively, both verbally and in writing, with internal colleagues, senior leadership and external stakeholders, including current and prospective corporate partners, trusts and funders. Communication style and method are adapted to suit the audience and context. The ability to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that the information is understood.
- Excellent and accurate standard of written and verbal communication. This includes demonstrable experience of writing clear copy and accuracy and attention to detail in written and online work.

ADAPTABILITY/FLEXIBILITY/PROBLEM SOLVING

- The ability to adapt to different situations and tasks, remaining calm, level-headed, and positive under pressure.
- The ability to generate new ideas and make suggestions for change
- The ability to be resilient whilst working with conflicting demands and to respond and adapt to changing circumstances, manage, solve and provide solutions to problems

PLANNING AND ORGANISATION

- The ability to work independently and on own initiative
- The ability to prioritise workloads; set personal and individual timetables, work to deadlines.
- The ability to make medium-term plans for a whole project or team as required and respond positively to changing priorities and re-plan accordingly

CUSTOMER SERVICE

- Understands the needs of the customer and what makes good customer service and looks for ways to provide added value for customers.
- Builds rapport and sustainable relationships with customers, seeking pro-actively to understand their needs and satisfaction levels.
- Looks to continuously review and improve performance standards, including directing team members accordingly.

TEAMWORK

- Works co-operatively and flexibly with other members of the team with a full understanding of the role to be played as a team member.
- The ability to delegate effectively and to provide motivation for the team.
- Seeks ideas and input of colleagues in own and other teams to make best use of team expertise and improve team performance.

Role Specific Competencies

DEVELOPMENT

- Proven ability to initiate, build and sustain strategic relationships with corporate partners, ensuring long-term engagement and alignment with organisational goals.

FUNDRAISING

- Knowledge of current trends in the music industry and an appreciation of music/arts.
- Experience in corporate fundraising, partnership development and account management within an arts or cultural organisation, with a track record of securing and managing high-value partnerships.

Occasional Duties

The role holder will carry out any other duty that is reasonably required.

Special Conditions

Your usual place of work is Bristol Beacon, Central Bristol, but you may also be required to work at other locations that are reasonably placed, including Beacon Music Centre in Southmead, Bristol.

Your role requires you to work flexibly to complete your duties, and you may, from time to time, be required to work alternative or additional days (including evenings, weekends and bank holidays) to meet the requirements of your role, and these hours will be agreed in advance between yourself and your line manager in accordance with the requirements of Bristol Beacon.

Date created / modified: June 2025

Created by: Adrian Riches Development Director

Approved by: BB HR

Outline of Terms and Conditions:

Role:	Corporate Partnerships Manager
Salary:	£33,400 per annum
Contract:	Full-time
Hours:	37 hours
Annual Leave:	24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service
Probationary Period:	6 months
Pension:	Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum 4% employee contribution

Application Procedure

To apply please complete our application form and equal opportunities monitoring data on our StaffSavvy recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team.

Ahead of applying we would like interested applicants to arrange an informal conversation with Adrian Riches, Development Director. This is an opportunity for you to discuss your experience ahead of applying for the role and for us to tell you more about the role, it is not part of the shortlisting process. Please email Adrian to set this up adrian.riches@bristolbeacon.org

If you require our application form in an alternative or if you need to provide your application in a different way or have questions about the recruitment process for the role, please contact our People Team at HR@bristolbeacon.org

Reasonable adjustments will be made for applicants if required, please let us know if you have any needs.

Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff and to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.