



Senior Business Partnerships Officer

Suffolk Wildlife Trust is an inspiring and impactful organisation with a compelling vision for our county:

“A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help”

In the decade to 2030, we are committed to scaling up our activities across the county, to bring nature back to Suffolk. Our aim is for 30% of our county to be connected and well looked after for nature by 2030, so that our species and habitats can recover and thrive – and for 1 in 4 people to be actively helping to achieve this.



About Suffolk Wildlife Trust

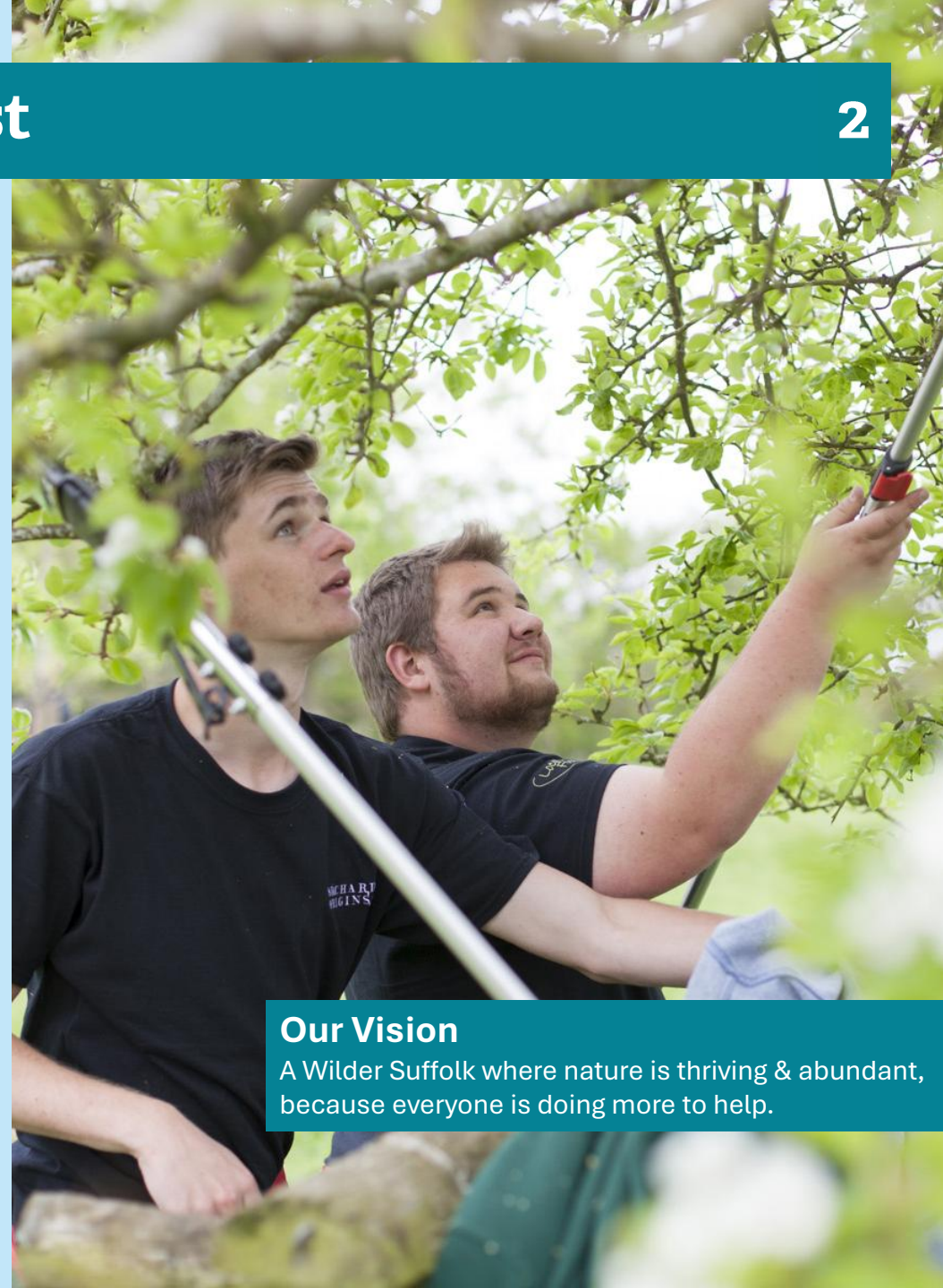
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Suffolk Wildlife Trust is the county's nature charity – protecting and restoring Suffolk's wildlife.

Since the Trust was founded in 1961, we have been leading conservation efforts in Suffolk and have safeguarded some of the county's most important wildlife areas as nature reserves.

As a grass-roots organisation, we aim to deliver our ambitious mission to '**Bringing Nature Back**' by inspiring people and empowering communities to care and to act for nature, as well as managing our 50 nature reserves, two visitor centers and advocating for wildlife.

In the decade to 2030, we are committed to scaling up our conservation and engagement activities across the county. Our aim is for 30% of our county to be connected and well looked after for nature by 2030, so that our species and habitats can recover and thrive – and for 1 in 4 people to be actively helping to achieve this.



Our Vision

A Wilder Suffolk where nature is thriving & abundant, because everyone is doing more to help.

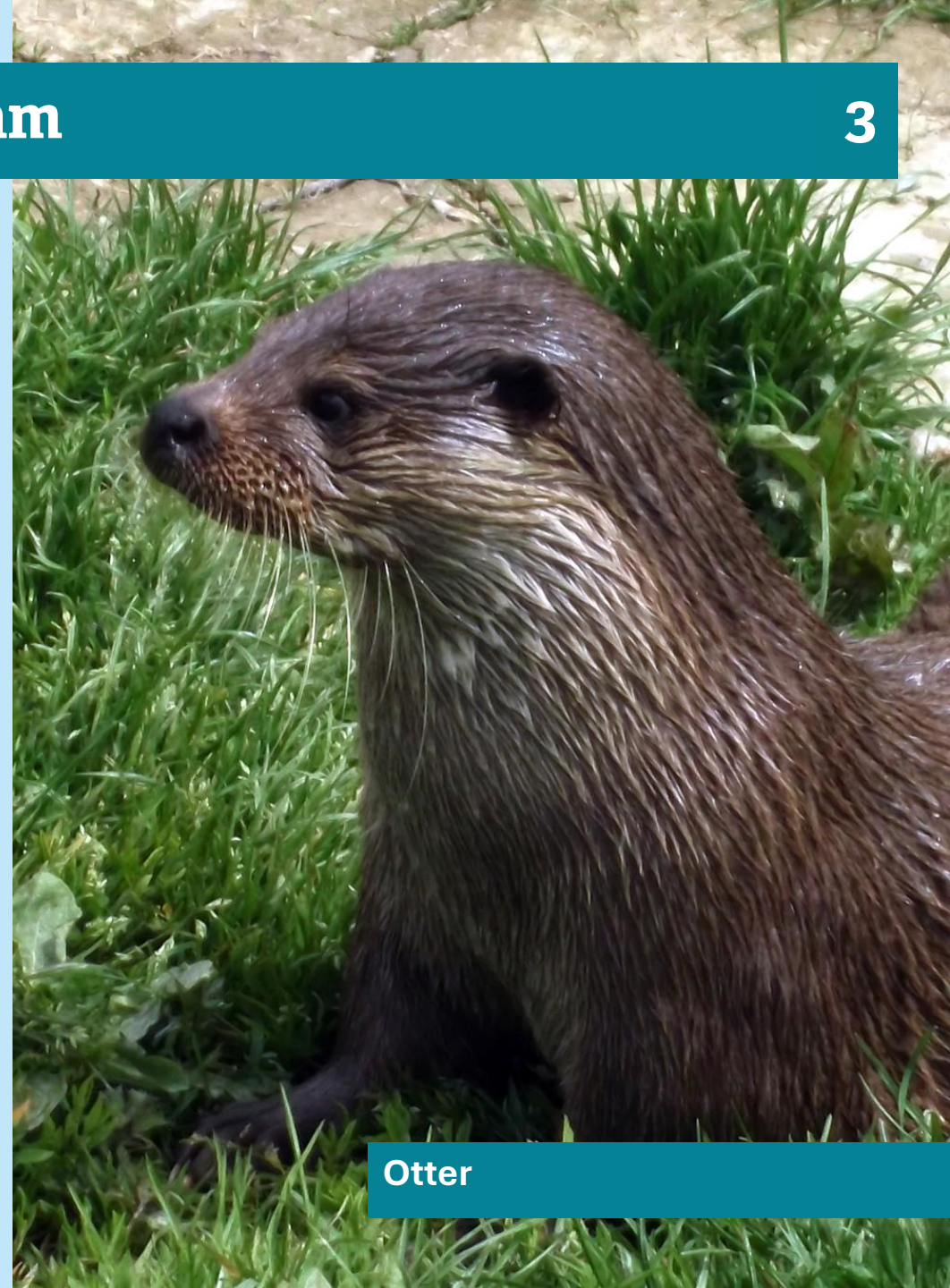
About our Partnerships Team

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Our Partnerships Team, part of Suffolk Wildlife Trust's Philanthropy and Engagement department, works with businesses of all sizes across the county to create meaningful, long-term relationships that support nature's recovery.

Led by our Partnerships Manager, we collaborate with corporate and community partners to develop tailored ways to get involved – from sponsorship and membership to staff engagement, fundraising and joint campaigns.

By becoming a Member, Sponsor or supporter of Suffolk Wildlife Trust, businesses in Suffolk will directly help to protect wildlife, restore habitats, inspire local communities and build climate resilience here in Suffolk. We are also signed up with 1% for the Planet, connecting us to a global network of businesses and environmental organisations committed to positive change for people and the planet.



Otter

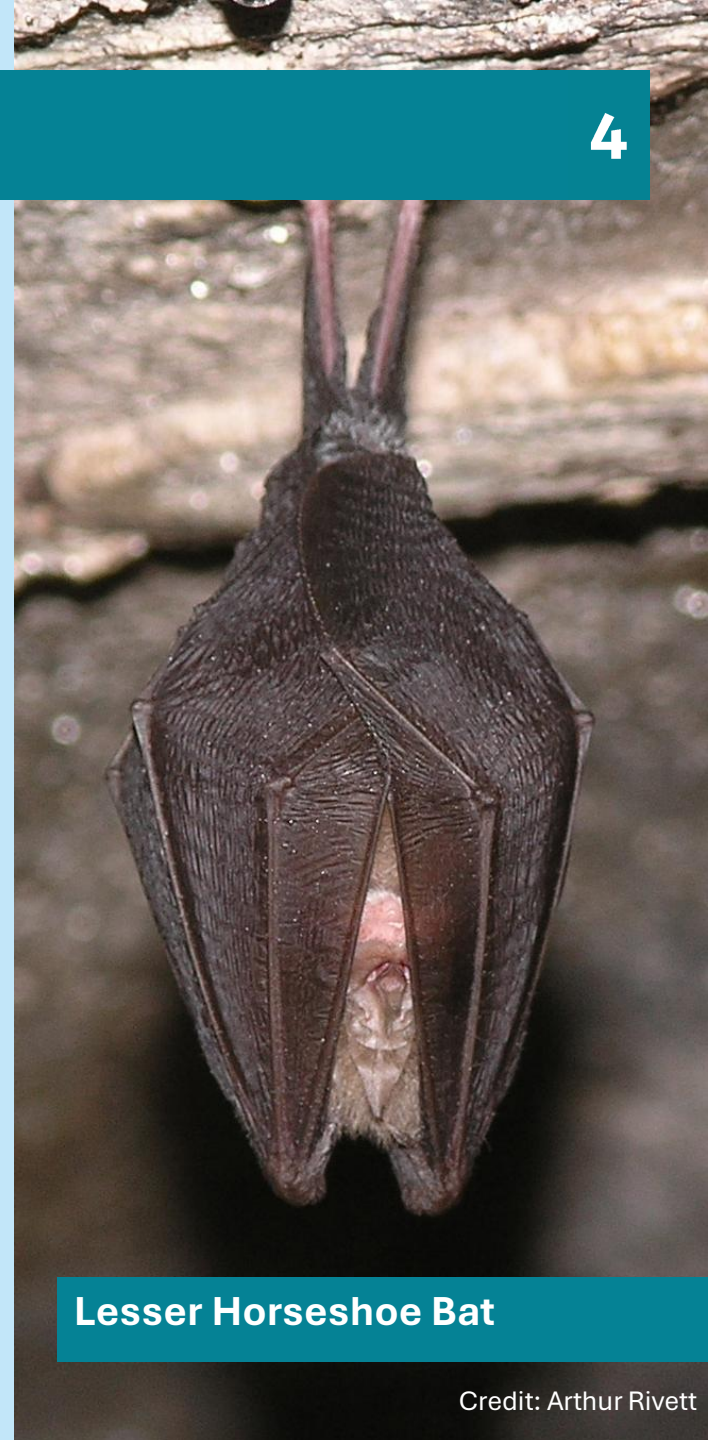
The Opportunity

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This is an excellent opportunity to join Suffolk Wildlife Trust's Philanthropy and Engagement team as our Senior Business Partnerships Officer, playing a key role in delivering our vision of a Wilder Suffolk where nature is thriving and abundant. Based at Brooke House, with regular travel across the county, you will help grow corporate and community fundraising income year on year, developing high-value partnerships that benefit both wildlife and business.

Working closely with the Partnerships Manager, you will lead on managing and growing a portfolio of corporate partners, ensuring excellent stewardship, timely renewals and innovative ways to deepen engagement. You will proactively identify and secure new corporate and community partnerships, develop and promote products such as Wild Work and Wellbeing Days and support the delivery of key income-generating activities including flagship events and campaigns.

You will be proactive, professional and collaborative, reflecting the Trust's values in everything you do and helping to deliver an outstanding supporter experience for our partners and fundraisers. The role requires a full UK driving licence, access to a vehicle and some evening or weekend working. This is a fantastic opportunity to grow your career in corporate partnerships while helping our mission to bring nature back to Suffolk.

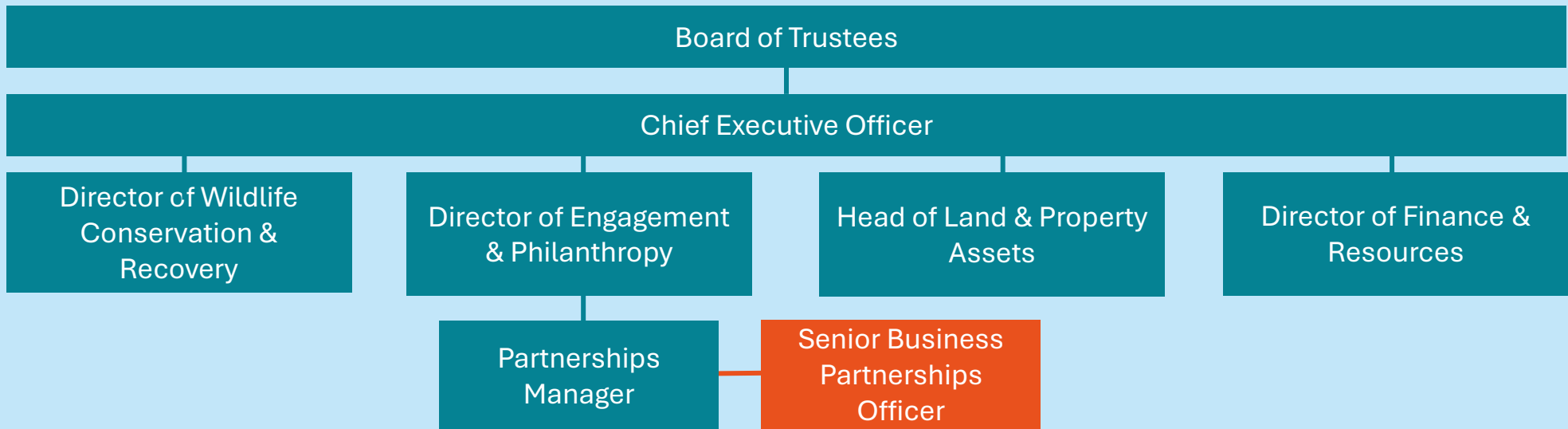


Lesser Horseshoe Bat



Suffolk Wildlife Trust is an organisation that makes a difference

We are a registered charity with a Board of Trustees, 100 members of staff, 1,300 volunteers and 28,000 members. The Trust is part of The Wildlife Trusts – a UK federation of 46 local Wildlife Trusts through the UK that together has a powerful collective voice with over 850,000 members and caring for more than 2,300 nature reserves. Suffolk Wildlife Trust have five departments, each with a senior leader or ‘Head of’ responsible for a key area of activity and a team of Managers who bring operational leadership to their area of activity.



Our culture matters to us and enables us to achieve more for wildlife

Suffolk Wildlife Trust is a gutsy organisation. We are driven by our shared values for nature & support each other to be the best we can. We constantly strive to communicate & collaborate brilliantly, representing the wildlife trust in a welcoming, professional & well-informed manner.



About the Role

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Every staff role has three key areas of focus that directly support our mission to bring nature back. Typically, you should expect to spend 80% of your time on:

1. Income Growth

- Lead on the development of our Wild Work and Wellbeing Day programme, curating an attractive proposition with wardens, securing new corporate bookings and ensuring an excellent service/product throughout
- Lead on generating and growing income from a portfolio of existing corporate partners; ensuring membership renewals are dealt with in a timely manner and creating innovative approaches to engage, cultivate and steward relationships to the next level
- Lead on identifying potential corporate supporters and securing new partnerships, from pre-agreed business sectors, in line with agreed targets and KPI's to generate valuable income for the Trust
- Lead on identifying and securing new community opportunities for fundraising
- Lead our 'Collection Box' programme, ensuring this is run in accordance with our Policy
- Lead on developing our 'Challenge' programme, working closely with our Communications team, ensuring there is a varied programme of events for supporters to engage with; stewarding those engaged to successful fundraising targets and profitable ROI
- Where required, support the Partnerships Manager in the planning and delivery of key Income Generating events such as our annual Golf Day, Eco Tourism Event and Biodiversity Conference



Wild Work Day

2. Supporter Experience

- Lead on the scheduling, organisation and effective delivery of quarterly net-walking events for corporate partners and an annual members thank you event
- Lead on liaison with the Communications Team to ensure our quarterly Business Bulletin is compiled in a timely manner and that the publication is distributed to our supporters and subscribers through suitable channels and in accordance with communication preferences
- Support the Partnerships Manager to ensure all Members and Sponsors receive their stated benefits through careful scheduling and regular contact
- Lead on supporting community fundraisers to achieve the best they can, through help with digital assets, physical resources and advice around the Fundraising Code
- Lead on a robust thank you system

3. Relationship Management

- Responsible and accountable for managing income and expenditure for an agreed portfolio of corporate and community partnerships and products
- Ensure all appropriate fundraising processes and agreements are in place to adhere to fundraising best practice
- Maintain accurate supporter records on the CRM system ensuring the effective relationship management of partners
- Develop strong internal working relationships with the Finance and Communications Team
- Use your skills and experience to contribute holistically to the Trust's vision for a Wilder Suffolk.



Wild Work Day

Our Culture

Our organisational culture matters to us and enables us to achieve more for wildlife.

Your role description explains the three key areas of focus of your role. What is equally important is how you do it. Suffolk Wildlife Trust is a gutsy organisation - we show courage, determination and spirit, learning from experience and embracing new ideas.

We are driven by our shared beliefs, values, passion for nature and supporting each other – staff and volunteers - to be the best we can to deliver for nature.

We strive to communicate and collaborate brilliantly, representing Suffolk Wildlife Trust in a friendly, professional and well-informed manner.

Supporting Colleagues

This is a cross-team role, providing support to colleagues and our wonderful volunteers through the systems and processes you manage, and your can-do attitude and approach.

Our Beliefs

Everything we do, and how we do it, reflects our belief in nature:

Nature has value in its own right

The world of nature is a place for everyone

People will care more and do more to help if they feel connected to nature.

Everyone will benefit from the environmental, social and economic benefits the natural world brings to society.

Our Culture

Our culture is how we work together, to empower each other, and our county, to achieve more for nature:

We Support each other

People flourish

Agility and innovation drive success

Collaboration strengthens our impact

Everyone plays their part

Inclusively thrives



Barn Owl

	Essential	Desirable
A personal commitment to Suffolk Wildlife Trust's mission to bring nature back	✓	
Previous experience within a similar role	✓	
Strong sales, negotiation and networking abilities.	✓	
Excellent communication and presentation skills.	✓	
Flexible and adaptable.	✓	
Excellent IT skills (Microsoft 365).	✓	
Relationship-building and stakeholder management.	✓	
Understanding of ESG trends.		✓
Strategic thinking and financial acumen skills.	✓	

Terms and Conditions

The role is a 12-month fixed-term position working three days a week (to be discussed at interview). Our standard working hours are 9:00am to 5:00pm. Please note there may be some evening and weekend working (time of in lieu). The starting salary will be up to £18,750.00 per annum (FTE £31,250.00).

Employee Benefits

Annual leave entitlement starts at 33 days per annum (including Bank Holidays), increasing annually to 38 days plus employees receive an extra day off for their birthday (pro-rata for part-time contracts).

We offer a 9% employer pension contribution with no employee contribution required, free 24-hour Employee Assistance Programme, free life insurance from day one of employment, free access to a private GP for themselves and their household and discounts at high street retailers. Staff can also enjoy a 10% discount in our visitor centre cafes, including retail plus public engagement staff receive logo clothing.

As part of our team, you'll join a passionate organisation dedicated to enhancing the natural world, with opportunities to work across some of the most beautiful locations in the county.



Grey Squirrel

How to apply

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To apply for this opportunity, please submit an application via our website by 9:00am on Thursday 04 December 2025. The application process will include uploading a CV and optional cover letter.

The interviews are planned for Tuesday 09 December 2025 at our Head Office Brooke House in Ashbocking. Please indicate on the application your availability for interview (between 9:30am and 4:00pm).

If you would like an informal discussion about the role, you can email me on Julie.long@suffolkwildlifetrust.org.

Thank you for your interest in bringing your talents, experience and skills to Suffolk Wildlife Trust. I look forward to receiving your application.

Julie Long
Partnerships Manager



Credit: Jon Hawkins



Suffolk
Wildlife Trust



**Together, we can create a
wilder Suffolk for everyone**

Registered charity no. 262777