

Partnerships Manager

PAR2608



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A note from the Institute's CEO

I am delighted that you are interested in applying to join us here at the Institute for Government.

As part of our team, you would have the opportunity to make a real impact in the world of government and politics, working in a fun, stimulating and challenging environment at the heart of Westminster. The Institute is always busy and our work is often fast-paced, and reactive to the events in government-as well as setting a proactive agenda on the things we most care about. We are proud to call as colleagues some of the most insightful, energetic and connected people involved in thinking about government across the UK.

Wellbeing is very important at the IfG and we have a friendly, supportive workplace culture. The IfG is committed to developing and maintaining a diverse workforce and an inclusive working environment – we recognise the benefit that having a team with a broad range of backgrounds and experience brings to our work.

I hope you'll consider applying to join our team.

Dr Hannah White OBE, CEO of the Institute for Government



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About the Institute for Government

Who we are

The Institute for Government is the UK's leading independent think tank making government work well for the people of the UK.

We work across the political spectrum and the public sector throughout the UK, pursuing changes which will improve the way government works. We provide expertise and fresh, evidence-based thinking which we share through our convening, professional development and research outputs.

How government works is one of the most important factors driving a country's social and economic performance and the health of its democracy. Our work programme focuses on the most important ways in which UK government can do better or currently falls short. We work to ensure that UK government holds power and exercises accountability at the right level, through legitimate and resilient institutions with high-quality leadership which is equipped to respond well to shocks and trends, including rapid technological change.





What we do

Our mission is to make government work well for the people of the UK through our rigorous research, expert analysis, active convening, professional support and fresh thinking.

We do this by:

- Conducting rigorous, independent research into the most important problems facing UK government, undertaking expert analysis of the evidence, and making bold and compelling recommendations for change.
- Convening enlightening conversations among people from across and beyond UK government – helping them think differently about how government can be better.
- Supporting people working in and with UK government to learn and develop professionally in order to play their roles more effectively.



Our work programme

During the first half of 2026, the Institute undertook a major review of its strategy. The review identified four priorities for our work over the next five years, which all our teams will work to deliver.

1. Effective power and accountability

Because the UK is too centralised, and responsibilities and accountabilities at different levels are often overlapping or unclear, we will prioritise work on where power is held and how accountability operates to make government work well. Our two focus areas for the first part of the strategy period will be:

- Mayoral government that works well
- A positive future for local government

2. Legitimate, resilient institutions

There is an important role for the Institute to play in examining the institutions that underpin government in the UK – from our legislatures to the civil service, to public services, asking whether they are structured and equipped to meet the challenges of today and the future. Our two focus areas for the first part of the strategy period will be:

- Institutions equipped for multi-party politics
- A public sector resilient to trends and shocks

3. High quality leadership

It is increasingly clear that many of the problems of UK government originate in, or are exacerbated by, poor leadership, and this is undermining public confidence in the ability of government to deliver. Our two focus areas for the first part of the strategy period will be:

- A pipeline of high-performance leaders
- Tackling falling trust in government leadership

4. Responding well to technological change

Understanding and responding to the risks and opportunities of rapid technological change –including but not limited to the development of AI, changes to the media ecosystem and the development of new markets and currencies – is an increasingly significant challenge for governments across world. Our two focus areas for the first part of the strategy period will be:

- Government's business model adapted to AI
- Governing well in a fragmented information ecosystem

About this role

Help make government work better for the people of the UK—join the Institute for Government.

Are you an accomplished communicator with a strong track record in sales, business development, or fundraising – ideally within the think tank, public affairs, public policy, or research sector? Are you skilled at building strong relationships, managing complex projects, and turning nuanced policy ideas into clear, persuasive proposals that resonate with a wide range of audiences?

The Institute for Government (IfG) is seeking a Partnerships Manager to lead the business function within our partnerships team, and to support the Head of Partnerships as the team adapts to the opportunities provided by a new strategic direction for the Institute.

This is a great opportunity for an experienced professional, who understands the dynamics of the policy and think tank environment and has demonstrated success in securing funding, sponsorships, and/or strategic partnerships. You'll play a central role at the heart of this leading think tank, supporting our new mission to make government work better for the people of the UK.

In this role, you'll leverage your expertise to drive income generation, influence policy, and engage senior stakeholders, while supporting the success of the wider team.

The position offers a clear progression path to Senior Partnerships Manager as you take on larger portfolios, more strategic accounts and further leadership responsibility.



What you will do

As Partnerships Manager, you will:

- **Drive resource generation and fundraising activities:** Grow externally funded activity that advances the Institute's mission, owning a personal resource-generation target and contributing to the team target.
- **Business development:** Originate, qualify, and progress a 12–18-month pipeline, including corporates, academia, professional bodies, trusts & foundations, and research councils.
- **Project delivery:** Oversee sponsored research, public events/webinars (including party conference activity), private roundtables, and IfG Academy work, ensuring IfG's impartiality, independence and reputation are protected.
- **Proposal development:** Design and pitch offers across co-branded research, events, workshops, and content sponsorship, tailoring to funder priorities, IfG priorities and current political trends.
- **Strategic initiatives:** Working with the Head of Partnerships to help pivot partnerships activity to best deliver for the IfG's new strategy. This will include working on existing trusts and foundations strategy, support research-council bids and piloting new revenue-generating initiatives.
- **Governance and reporting:** Drive weekly funding rhythm, maintaining clean data and contributing to team reports. Oversee contracting, invoicing, and audit standards.
- **AI leadership:** Champion safe and effective use of Microsoft 365 Copilot and other AI tools to accelerate prospecting, proposal drafting, and reporting, maintaining a prompt/workflow library and applying critical checks to AI outputs in line with IfG policies.
- **Team leadership:** Line-management, set objectives, coach business development craft, and model best practice.

This is a varied and fast-paced role where you'll work closely with colleagues across the IfG – from researchers to event managers – as well as with external partners.

What we are looking for

We're seeking an experienced, proactive, motivated, and organised candidate with:

Essential skills and experience

- Minimum 5 years' experience in public affairs, sales or partnerships in Westminster, with a proven business development/fundraising track record.
- Experience originating and closing partnerships across corporates, academia, professional bodies, and trusts and foundations.
- Excellent written and verbal communication skills, with the ability to write clearly and persuasively and with strong attention to detail.
- Knowledge of UK politics, public policy, and the workings of government.
- Hands-on project/event delivery in a policy/public-affairs setting; a willingness to be involved in all stages of project delivery, when necessary.
- CRM literacy (Salesforce/Zoho) and familiarity with email-marketing/campaign tools (e.g., ActiveCampaign).
- Collaborative, team-oriented approach with excellent interpersonal skills and an ability to build and develop relationships at all levels.
- Previous line-management experience.

Desirable

- Specific experience of adapting to new strategic priorities and delivering through strategic and structural organisational change.
- AI and digital skills: working knowledge of Microsoft 365 Copilot, prompt/workflow design, and awareness of data protection/confidentiality.



Information for applicants

Employer

Institute for Government

Location

2 Carlton Gardens, SW1Y 5AA

Who can apply

Anyone who can demonstrate they have the relevant skills and experience.

The IfG will not provide visa sponsorship for new staff. Applicants should either:

- have an entitlement to work in the UK without a visa, or
- hold a relevant visa allowing them to work in the UK without employer sponsorship.

Closing date

Applications close on **Monday 7 September at 10:00am.**

Start date

As soon as notice periods allow.

Terms

The successful candidate will join on a permanent contract subject to a five-month probationary period.

Salary

£48,000 per annum.

Working hours

The usual working hours of the IfG are a five-day week of 37.5 hours (09:00–17:30 with a one-hour lunch break) but you will, as the occasion requires, work outside the standard hours.

Hybrid working

Full-time staff are expected to work from the IfG's offices in London for at least three days a week, including Mondays, with the option to work remotely for up to two days a week.

Benefits

Contractual

- 30 days of annual leave in addition to eight days of bank and public holidays for full-time staff.
- The IfG has a pension scheme which you will be auto-enrolled into in your third month of employment. The contribution is a minimum of 5% from the employee and a fixed 10% contribution from the employer.
- Death in service life assurance of 4 x salary is given to all staff.
- 20 days sick pay in the first year and thereafter 30 days per rolling 12-month period.

Non-contractual

- Staff may take two weeks each year when the requirement to work from the office in London does not apply.
- Lunch is provided when working in the office.
- Employee Assistance Programme and online 24-7 GP is available.
- Six months maternity leave at full pay.
- Six weeks paternity leave at full pay.
- Shared parental leave –some paid, subject to circumstances.
- Cycle to work scheme.

Equal opportunities

All job applicants and employees will receive equal treatment regardless of sex, colour, race, nationality, ethnic or national origin, sexual orientation, marital status, civil partnership, gender reassignment, age, disability, or religious beliefs.

The IfG collects equal opportunities monitoring information with applications. This information is anonymised and is not given to those involved in the recruitment process. It is used only for monitoring purposes and to help us better understand how we, as an employer, can ensure equality of opportunity for all.

Privacy policy

When you apply for a job with the IfG, we collect and process information (personal data) about you according to data protection law. You can find full details of our privacy policy on our website: www.instituteforgovernment.org.uk/privacy-policy.

How to apply

The IfG uses an anonymised online application process for the first stage of recruitment. To apply, please follow this link: <https://app.beapplied.com/apply/z0mjxlysfm>

We recommend using an up-to-date version of Google Chrome or Firefox to complete your application and clearing your cookies if you experience problems.

The online stage of our application process is made up of three parts:

Multiple-choice test

Here we ask you to complete a short timed multiple-choice test, which is formed of 16 questions testing your verbal reasoning, data interpretation and numeracy skills. You will have 32 minutes to complete the test.

We recommend having a calculator, paper and pen to hand before you begin. Once you start the test, a timer will count down at the top of your screen. You cannot save during the test or return to this part of the application once completed. You can find some example practice questions on our website: www.instituteforgovernment.org.uk/about-us/careers/current-vacancies/faqs

If you have a disability that might affect your ability to complete the test, then please contact us at recruitment@instituteforgovernment.org.uk before starting it, so that we can make any reasonable adjustments that may be necessary.

Written questions

Here we ask you to answer three questions relating to your interest in and suitability for this role. Each answer has a 250-word limit. Each of your answers to these written questions will be reviewed separately and anonymously by multiple people. This means a person reviewing your answer to Question 2 will not have access to your answer to Question 1, and so on. Therefore, do not refer in one answer to what you have written elsewhere (e.g. "as explained above"). If it is relevant, explain again in full.

CV

Here we ask you to upload your CV. This should be no longer than two A4 pages, and provide an overview of your educational background and employment/other experience.

Other information

While we appreciate AI software can be a useful work tool, our application platform requires all candidates to certify that the answers they provide are their own original work and not plagiarised nor automatically generated. Answers that have been generated in this way are often easier to identify than many candidates seem to realise, and our platform provides an AI-generated answer for reviewers to refer to when sifting, asking them to flag responses they suspect may be AI generated. We use the questions in our recruitment process to get a sense of candidates' ideas and abilities, and whether these align with the vacancy we're looking to fill – so it's important to try and give us as much of an insight into your own thinking as possible.

Interview stage

Shortlisted candidates will be invited to a first-round interview in w/c 14 September, with second-round interviews held w/c 21 September. We expect first-round interviews to be held online, and second-round interviews to be held in person. We will reimburse travel costs for candidates travelling in from outside London.

Any questions?

If you would like further information about this position or the selection process, then please contact us at recruitment@instituteforgovernment.org.uk, or visit the careers section of our website: www.instituteforgovernment.org.uk/about-us/careers/current-vacancies.

We send out regular emails, including a weekly newsletter, about our publications and events. To receive these emails, you can subscribe on our website: www.instituteforgovernment.org.uk/newsletter.



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