



Community
TechAid

Strengthening
communities through
digital empowerment



communitytechaid.org.uk
contact@communitytechaid.org.uk

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Ring the bell if the c

Partnerships and Engagement Manager

(Maternity Cover Contract - 14 months)

Recruitment Pack | October 2025



Charity People
PERMANENT AND TEMPORARY



A message from our CEO

Welcome, and thank you for your interest in joining the team at Community TechAid!

We're excited to share details of this exciting opportunity to become our new Partnerships & Engagement Manager (maternity cover), a role that sits at the heart of our mission to close the digital divide. At Community TechAid, we believe that access to technology, connectivity, and digital skills should be a right, not a privilege. Through our work, we provide refurbished devices to those who need them most, support digital skills development, and champion sustainability by reusing and recycling e-waste.

As our Partnerships & Engagement Manager, you'll help us build and strengthen relationships with a wide range of partners, from major financial institutions to grassroots community groups. You'll be instrumental in amplifying our voice, expanding our network, and empowering others to join us in creating a more inclusive digital future.

We are a young charity, with big ambitions, recognising that digital poverty goes far beyond our south London community. From large banking institutions to small community groups, you will have the opportunity to engage with, and empower our partners in helping to address our mission.

This is an exciting time to join us as we look to scale our work, increase our impact, and support even more people out of digital poverty. If you're passionate about equity, collaboration, and driving meaningful change, we'd love to hear from you.



Cat Smith, CEO





The Role

Job Title: Partnerships & Engagement Manager (Maternity Cover Contract – 14 months)

Reporting to: Chief Executive Officer

Contract: 35 hours a week

Salary: £38,500

Location: Our office in Brixton, 1-day a week remote

Role Summary

Community TechAid's Partnerships & Engagement Manager is responsible for overseeing and coordinating Community TechAid's partnership and outreach activities, helping to drive the growth of the charity and playing a key role in helping us achieve our mission.

You will take the lead on corporate sponsorship, establishing strong partnerships with external stakeholders, publicising our work and helping to drive forward Community TechAid's strategic objectives.

You will be responsible for Community TechAid's engagement work through supporting our partner organisations to make and receive device requests, as well as leading on projects to support digital inclusion. You will also oversee incoming and outgoing donations, and will be responsible for shaping, strengthening and managing these processes, continuously seeking to improve outcomes for our service users, partners, volunteers and colleagues.

Working Environment

Community TechAid is based in our workspace office in Brixton. You will be expected to work from here as needed, both to facilitate close coordination of your work alongside the Chief Executive Officer and Technical Operations Manager and also to maintain core opening hours when others are not available to do so. Some work will be completed remotely. You will be expected to travel to meetings, to meet with external stakeholders and represent Community TechAid.

Key Responsibilities

Corporate Partnerships

- Grow and lead on our Corporate Engagement Strategy, engaging partners in corporate volunteering, device donation and fundraising activities
- Develop creative approaches to meet new partners, networks, community organisations and wider stakeholders and secure their support
- Ensure effective stewardship of corporate supporters, delivering high-quality account management and impact reporting to sustain long-term partnerships

Community Engagement

- Manage community partnerships, including the donations and distributions aspect of our device pipeline (core-service), including membership for new and existing organisations
- To grow, develop and manage partnerships with recipient organisations and other groups working to end digital exclusion, both locally and regionally
- Line manage and support our Volunteer Coordinator, providing leadership and inspiration to ensure the development of effective partnerships and initiatives that drive the recruitment, engagement, and retention of volunteers

Wider Responsibilities

- Supporting the senior staff team in the development, coordination and delivery of digital inclusion projects, including workshops and events
- Represent Community TechAid externally, in online and face-to-face meetings, at events and workshops
- Support Community TechAid's marketing and communications with regular content to promote Community TechAid's charitable work

Please note the above list of key responsibilities is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.





Person Specification

- Outstanding communication skills, with proven experience of liaising with a wide range of people, from corporate partners to community groups
- Strong networking skills, with the ability to engage senior stakeholders in the corporate sector and convert interest into tangible support
- Experience of report writing, including the ability to identify key information and supporting data, presented in an appropriate format for different audiences (e.g. Trustee Board reports, management reports, funders' progress reports, general team communications)
- Excellent digital skills with proven experience in use of Microsoft and Google Suites and strong competence in data management
- Experience of managing a team, demonstrating strong motivational and collaborative leadership
- Passionate about ending the digital divide and a commitment to Community TechAid's values
- Clear commitment toward diversity and inclusion

At Community TechAid we value diversity, promote equality, and challenge discrimination, and we encourage applications from people of all backgrounds.

Application Process

We require a CV and targeted cover letter, responding to the following two questions:

1. Please tell us why you are excited in applying to this role with CommunityTech Aid? (350 words)
2. Please share a proud moment, or standout achievement from your career that best demonstrates your ability to take on this role (500 words)

Send to kevin@charitypeople.co.uk

Key Dates

- Launch: Friday 31st October
- Closing Date: Monday 1st December
- Shortlisting: Tuesday 2nd December
- Interviews and offer: w/c 8th December

CommunityTech Aid are a Disability Confident Employer (Level 1).

We want you to have every opportunity to demonstrate your skills, ability, and potential. Please inform Kevin if you require any assistance or adjustment to help ensure the application process works for you.

Charity People is a forward thinking, inclusive organisation that actively and deliberately promotes equity, diversity and inclusion. We know organisations thrive when inclusion is at the forefront. We evidence our commitment by matching charity needs with the skills and experience of candidates irrespective of background e.g. age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We do this because we believe that greater diversity leads to greater results for the charities we work with.





Charity People

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