

Partnerships Co-ordinator (2025)

£28,000 - £31,000 dependent on experience

Full time, flexible with travel (London-based and regionally)

Reports to: Partnerships Manager

Well Grounded runs a series of specialty coffee training academies, connecting people looking for work with sustainable careers in the coffee industry, regardless of their background. Watch our Impact [here](#). We are looking for a socially-motivated and passionate individual to join our team. Well Grounded has worked for 8-years to develop strong and meaningful relationships with our trainees, employer network, sponsors and funders. The Partnerships Co-ordinator will work within our partnerships function, nurturing our employer networks and building our brand presence. Applicants may come from business development, recruitment, partnerships or sales within the hospitality/retail/FMCG sector, ideally within a coffee business.

About the Role

This is an exciting role for someone looking for ownership in a partnerships role, working for an agile, socially-motivated organisation. Working alongside our Partnerships Manager, you will be responsible for developing and nurturing our employer network, ensuring our Graduates have great organisations to work with, and are connected to sustainable and fulfilling jobs. Ultimately you will link Well Grounded Graduates to jobs and then help them thrive in those roles, working hand in hand with their employer. You will have a strong agency in putting our trainees and Graduates on pathways into new careers, alongside the opportunity to develop and drive new ideas, with the support of a small and dedicated team. This is for someone willing to jump into a multitude of varied tasks, juggling lots of hats.

Key Tasks

- To actively identify and secure new hospitality / coffee employers for the Well Grounded network
- To fully understand how to source, vet and induct new employer partners
- To account manage all Well Grounded employer partners, ensuring ongoing support, managing risk and raising concerns to line manager
- To provide all employer partners with professional, clear and prompt communication
- To lead on the development of new collateral for employer partners
- To be an Ambassador for Well Grounded at industry events building a stronger network and community across the wider sector
- To build lasting relationships with industry partners, gaining insight and knowledge to support in other areas for the organisation
- To arrange work placements for trainees based on feedback from delivery team in a timely manner
- To conduct and support employability training sessions for trainees and Graduates

- To conduct key searches for job opportunities based on learners requirements
- To ensure Graduates move into employment with the support of programme delivery team to meet organisational targets
- To work closely with employers to ensure a smooth transition for Well Grounded Graduates into work, helping employers support new joiners with a range of needs
- To record all activity in our Learner Management system and databases in an accurate and timely manner
- To input and maintain monitoring and evaluation information on outcomes and sustainment and to produce reports as required

Job specification

Essential Experience

- 2-3 years work experience in a recruitment, client services, account management, wholesale, business development or partnerships role, ideally in the coffee or hospitality industry
- Proven track record of forming and nurturing long term relationships with partners who align with organisational values
- Advanced written and verbal communication skills
- Excellent presentation and an ability to communicate with a range of people from different backgrounds with multiple interests
- Able to work to tight deadlines
- An interest or knowledge of coffee
- Passion for social impact
- Proficiently work on G Suite using Docs, Sheets, Slides, Drive

Approach

- Commercially driven with a people centric approach with the ability to nurture strong mutually beneficial relationships
- An ability to work collaboratively, taking on and incorporating feedback
- To have a confident calm approach to problems and an ability to use initiative to find solutions
- An ability to work flexibly and be mobile whilst managing responsibilities and deliverables
- A commitment to social impact and a belief in supporting everyone to reach their full potential
- An ability to organise and be self-motivated
- An eye for detail and commitment to quality
- Highly organised and able to manage multiple projects and tasks

Desirable

- Knowledge of / experience of working in coffee and hospitality/retail/FMCG industry
- Knowledge of / experience working in third sector

- Knowledge of design tools such as Canva and/or Adobe
- Knowledge of supporting those with additional needs (or something that looks at all the work we do to help improve practices)

About Well Grounded Training:

Our training programmes utilise the Specialty Coffee Association Diploma system, integrated with a coffee focused employability programme. We are a growing social enterprise, so expect a fast paced, cause-driven and dynamic working environment, as well as one with great opportunity for your own growth and development.

Our core into work programmes support individuals to find entry level roles in the hospitality sector, with a focus on becoming a barista. The employers we connect with through vary, inclusive of independent coffee businesses to larger contract catering organisations. Our progression programmes work with industry professionals to help them develop in their coffee careers, exploring other areas of coffee such as roasting, sensory and more.

Well Grounded partners with a variety of organisations across the sector who, together with our team, can enhance opportunities for our trainees and graduates. Gaining the knowledge and insight from a wide range of individuals, as well as resource support, increases the development potential of those on our programmes.

To Apply:

Upload your covering letter or a short video (2-3 mins max) answering the below questions, along with your CV to our online application form before **23:59 on Sunday, 26 January 2025:**

[Partnerships Co-ordinator: Google Application Form](#)

- What makes you a good fit for the Partnerships Co-ordinator role at Well Grounded?
- Why are you interested in joining the Well Grounded team?
- If you could choose any industry professional to speak at the next Well Grounded event, who would it be and why?

We encourage applications from all backgrounds, communities and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities.

Recruitment Process

We are committed to a transparent and inclusive recruitment process for all applicants. Please contact us if you have any questions or specific requirements and kindly note that we will be running the intended recruitment process as follows:

1. **Application** - candidates to submit their applications as above.



2. **First Round Interview** - Shortlisted candidates will be invited to an initial virtual interview to meet one/multiple members of the Well Grounded team to discuss your application in more detail.
3. **Second Round Interview** - Candidates invited to the final stage will be required to complete a task, relevant to the job. The interview will be with Well Grounded team members and may include external stakeholders. Final stage interviews must be in person and will take place in Well Grounded HQ, Kings Cross.

Applications open: Monday, 6 January 2025

Application close date: 23:59 on Sunday, 26 January 2025

Please note, first round phone interviews are planned for w/c 3 February 2025.

Desired Start Date: March / April 2025

Further questions:

If you have any questions please do not hesitate to contact Sonja Wittenberg (sonja@wellgrounded.org).

To support your application stay up to date with our website and socials at:

Website: www.wellgrounded.org

Twitter & Instagram: @wellgroundedhq

LinkedIn: @WellGroundedCIC