

PARTNERSHIP DEVELOPMENT (MEMBERSHIP) OFFICER

[Creative UK](#) is the national membership body for the Cultural and Creative Industries. We exist to champion creativity in its widest form - representing world-leading organisations from sectors as diverse as advertising, animation, architecture, broadcasting, crafts, design, digital, education, fashion, games, heritage, museums, music, performing arts, photography, publishing, theatre, TV, visual art and more.

We are an independent not-for-profit, which uses the insight and experience of our members, partners and the businesses we work with to help shape relevant government policy and advocate for meaningful social and economic change right across the UK.

Our Partnerships team plays a central role in helping us achieve our organisational vision and goals-building relationships with organisations across the creative economy and ensuring our members feel supported, connected and represented.

This role will contribute directly to the growth and sustainability of our membership community by managing a defined pipeline of prospective members and supporting their journey from initial engagement through to onboarding and retention, with a particular focus on Industry partners driving innovation and investment in the sector.

This is a developing commercial role, ideal for someone with early experience in sales, business development or partnerships who wants to apply those skills in a mission led, public purpose not-for-profit organisation. You'll take ownership of defined sales and relationship activity and contribute to income targets that help Creative UK deliver advocacy, policy and sector wide initiatives - while continuing to build your skills in partnership development and stakeholder engagement.

You will manage a portfolio of prospects and entry-level partnerships, work closely with senior colleagues on larger and more complex opportunities, and contribute ideas and insight to the ongoing improvement of our membership offer, processes and member experience.

This position is well suited to someone who cares deeply about the UK's cultural and creative industries, is confident communicating with a wide range of stakeholders, and is motivated by work that delivers both impact and sustainability. You'll thrive here if you enjoy building meaningful relationships, are curious about how different parts of the creative economy connect, and are excited by the opportunity to contribute to a collaborative, outward-facing team with a clear sense of purpose.

What you'll gain from this role

- Hands on experience managing sales activity in a mission-led, values driven organisation
- Exposure to senior leaders and organisations across the UK creative industries
- A clear progression pathway towards a Partnerships Manager role
- The opportunity to develop commercial, relationship and strategic skills in a supportive, collaborative environment
- Firsthand insight into policy, advocacy and sector-wide initiatives shaping the creative economy

LOCATION: UK-Wide, hybrid working available with offices in Manchester, Bristol and Central London (preference for Bristol base). Min 1-2 days per week in workspace.

CONTRACT: Full time, permanent.

SALARY: up to £30,000 per annum + benefits

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by **11th May 2026**. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place either by video conference or in person after W/C **18th May 2026**. Immediate appointment preferred.

* Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request

KEY RESPONSIBILITIES

Sales & Membership Growth

- Support a defined pipeline of prospective Industry members, from initial outreach through to conversion and onboarding
- Deliver against agreed income and conversion targets, with support and guidance from senior colleagues
- Conduct prospect research and outreach, tailoring propositions to different creative industry sub-sectors
- Support renewal and upsell activity across a portfolio of small to mid-value members

Partnership & Relationship Support

- Act as the day-to-day contact for a portfolio of members, ensuring strong engagement and satisfaction
- Support the delivery of partner activity including events, briefings, roundtables and campaigns
- Identify opportunities to deepen relationships and feed insights into wider partnership strategy
- Escalate opportunities and risks appropriately to senior team members

Pipeline reporting & progress

- Maintain accurate and timely records in HubSpot (CRM), including pipeline status, forecasting and reporting
- Contribute to sales performance reporting, including monthly pipeline and income updates
- Support the development and refinement of materials, propositions and onboarding processes
- Flag key updates, trends and opportunities to the team

Events, Content & Insight

- Collaborate with Marketing and Communications team to align campaigns with sales objectives
- Support delivery of member-facing activity (events, roundtables, workshops)
- Assist in gathering member insights and feedback
- Help produce member communications, including bulletins and event write-ups
- Support member involvement in campaigns, research and initiatives

Cross-Team Collaboration

- Work closely with Partnership Managers to align activity across membership areas
- Collaborate with Policy, Advocacy and Marketing teams
- Contribute to team planning and reporting

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

Required Experience, Knowledge and Skills

- Experience in a sales, business development, membership or partnerships role (commercial or non-profit)
- Confidence engaging with external stakeholders and managing professional relationships
- Demonstrable interest in the creative industries and supporting sector growth
- Strong organisational and pipeline management skills
- Comfortable working with CRM systems and performance data
- Clear written and verbal communication skills
- Proactive, resilient and motivated by achieving outcomes
- Collaborative and values-driven approach to work
- Ability to write clearly and concisely

All employees will be expected to demonstrate behaviours associated with our values. Our values drive the way we work; **how** we do things is just as important as **what** we do.

- ✓ We join the dots; collaboration is in our DNA
- ✓ We support and empower; we are here to make a difference
- ✓ We are curious, open & honest
- ✓ We celebrate difference & value equality of opportunity

THE PACKAGE

- 35 hour working week FTE
- Flexible/ hybrid, condensed working options
- Pension enrolment 5% employer contribution from 3 months service
- Cycle 2 Work scheme, in partnership with Halfords from 1 year's service
- Tailored benefits from 1 year's service
- Employee Assistance Programme with BUPA
- Mental Health Day, a paid day off work per annum to focus on activities which help you to alleviate stress
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Your birthday off as paid leave, extra days off over the annual festive period
- Paid volunteer day per year to give something back to the community

We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.