



The Mission to Seafarers

Appointment Brief

Corporate Partnerships' Officer

August 2026

About The Mission to Seafarers

Collectively, there are an estimated 1.89m seafarers across the world operating on 74,000 ships. These men and women of all nationalities, spend up to nine months at sea, far from families, friends and loved ones.

With a history dating back to 1856, The Mission to Seafarers (“MtS”) supports the men and women working at sea when they need us most through providing emergency assistance, practical support, and a friendly welcome in ports all over the world. Operating under the trusted sign of the “Flying Angel”, MtS touches the lives of seafarers in numerous ways, responding to their needs and connecting them with local communities, including:

- Advocacy, advice, and counselling
- Communication, transport, and centre hospitality
- Emergency response
- Hospital and prison visitation
- Ship visitation
- Spiritual support

The Mission to Seafarers (“MtS”) has a presence at over 200 ports in 50 countries, operating day and night, 365 days a year. As a Christian-based organisation, our help is importantly offered regardless of nationality, rank, faith or no faith.

Our core work is face-to-face ship visiting which is undertaken by our chaplains, welfare officers, ship visitors, volunteers and centre managers. In more recent years, we have added a digital element to our work in response to the pandemic and the increased speed of ship turnaround times in ports.

In addition to our port-facing work, we have also expanded our portfolio of services to include Family Support Services in the Philippines and India, WeCare training courses in social communications, financial wellbeing and suicide awareness and MtS’s Happiness Index.



Our Values and Culture

MtS is a collaborative, collegiate and respectful organisation. We place great importance on our values which define and reflect our organisational culture.

- **Pioneering:** We encourage innovative thinking and seek to be flexible and entrepreneurial in our ways of working.
- **Inclusive:** We are unconditionally committed to the support of all seafarers and their families without discrimination
- **United:** We are one global, intergenerational, multicultural family united in vision and purpose, while respecting diversity of culture and context.
- **Collaborative:** We are co-operative in our approach to our work – in relation to individuals, the church, ecumenical partners, and organisations and institutions that work for the welfare of seafarers.
- **Accountable:** We are accountable as stewards of the resources entrusted to us, to each other in recognition of our mutual inter-dependence and to those charged with governance at station, regional and international level.
- **Caring:** In all our dealings we strive to behave with compassion, to act with integrity and to treat everyone with respect.

The Development Team

Since 2017, the Development Director has built a strong, ambitious team that has significantly increased voluntary and corporate income. As an industry-related charity, we work with a global network of companies in shipping and associated industries. Corporate income is projected to grow to £500,000 in 2026, supported by high-profile events like Adventure Race Japan (raising US\$1.8m in May 2025).

This is a new role to the team. It will be a rewarding opportunity to support an already busy team which makes an impact on the lives of seafarers. Through managing your own portfolio of corporate partnerships with values of 4 figures, you will help strengthen MtS's network that supports seafarers and their families around the world. The industry relies heavily on personal approaches and face-to-face communications and meetings. Your role will be to support the corporate team with the lower-level donors whilst providing administration support to the team.

Job Description

Role:	Corporate Officer
Department:	Development
Responsible to:	Corporate Partnerships Manager
Other Key Working Relationships:	Head of Corporate Development Development Team Finance Team Data Team Other IHQ staff
Job Purpose:	Account management and stewardship to support the delivery of professional, impactful relationships with our corporate supporters. Manage a portfolio of four figure donors. Responsible for liaising with corporate partners to support them with their fundraising. Providing comprehensive administration support to the Corporate team Updating records and information on the CRM system and other systems as required

Principle Duties & Responsibilities

Corporate Development

- Act as the first point of contact for general corporate enquiries
- Responsible for account managing a portfolio of four figure donors
- Conduct prospect research
- Support the preparation of presentations and meeting briefings for prospective and existing partners
- Support team with: -
 - management of the corporate partner portfolio;
 - production of impact reports and presentations; and
 - pipeline development and maintaining prospect trackers
- Coordinate follow-up after meetings including with attendees of events
- Coordinate lunch & learn presentations for the Corporate Partnership team, supporting as necessary
- Represent MtS at meetings, events and networking opportunities where appropriate, and coordinate follow-up actions

Principle Duties and Responsibilities (cont.)

Administration

- Update and maintain corporate records, including the corporate pipeline, ensuring automated reminders for follow up actions
- Coordinate stewardship activities, including acknowledgements, reporting and supporter engagement touchpoints
- Maintain accurate CRM records
- Respond to invoice requests from donors, request invoices from Finance, and record on CRM, following up for payment
- Produce reports on corporate activity, levels of engagement and progress on pipeline
- Support the delivery of corporate communications, by assisting with drafting newsletters, updates and stewardship communications
- Coordinate corporate mailings and campaign activity
- Assist with event sponsorship administration
- Co-ordinate Corporate Partnership's team's expenses

Knowledge and Skills

- Strong academic track record (educated to degree level or similar)
- Experience in fundraising, partnerships, customer service or account support desirable
- Experience in a busy administration role
- Proven research, analysis and reasoning skills
- Excellent organisational skills, with the ability to manage multiple priorities and meet tight deadlines
- Strong attention to detail, including the ability to accurately proofread written work
- Excellent communication skills, both written and verbal
- Confident with numbers and data, able to clearly interpret and summarise data sets
- Interest in corporate partnerships and relationship building
- Able to assimilate new information quickly
- Creative thinker with a solutions-focused approach
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Experience with Mailchimp desirable

Personal Qualities

- Empathy with the work and purpose of MtS
- A highly motivated self-starter able to work under own initiative and with minimum supervision
- Flexible in approach with the ability to adapt to changing priorities
- Collaborative and inclusive, able to work as part of a wider team
- An innovative thinker, open to exploring alternative means of doing things to create positive impact
- Shares ideas and is receptive to those of others
- Resilient and able to remain calm and measured in challenging situations
- Strong work ethic, able to effectively manage multiple priorities and to work to deadlines
- Strong interpersonal skills
- Able to demonstrate sound judgment, cultural sensitivity and political awareness
- Able to quickly develop productive working relationships
- Demonstrates integrity, acting at all times in the best interests of MtS
- Empathetic, supportive and understanding with good self-awareness
- Takes ownership for work, proactively seeking to learn and develop

General Requirements

- Applicants must already have the right to live and work permanently in the UK.
- This job description should be treated as a guide to the duties that the post holder is expected to perform. As a term of employment, the post holder can be required to undertake such duties as are commensurate with his or her position.
- The job description may be amended to meet changing requirements at any time after discussion with the post holder.
- The Mission to Seafarers operates an Equal Opportunities and Inclusion Policy. The post holder will be expected to comply fully with this Policy in carrying out their duties.
- All employees are required to be aware of their responsibilities towards Health and Safety and Safeguarding to adhere to the Health and Safety and Safeguarding Policies.
- All employees are required to be aware of their responsibilities towards the EU General Data Protection Regulation (GDPR) and to adhere to MtS's GDPR and Data Retention Policies.

Terms of Appointment

Location:	London-based
Hours of Work:	Full-time, Monday to Friday, 9:00am to 5:00pm MtS operates hybrid working and 1 day per week (Monday) must be worked in the office
Travel:	The role may require some UK travel as well as occasional evening and weekend work for key events. Reasonable Time Off In Lieu will be provided
Remuneration:	Salary in the range of £28,000 - £30,000, commensurate with experience
Annual Leave:	25 days per annum plus Public Holidays
Benefits:	<i>Workplace Pension:</i> 7% employer / 3% employee contributions <i>Life Assurance:</i> 3x base salary <i>Other:</i> Includes Employee Assistance Programme, retail discount vouchers, cycle to work scheme, free eye test, access to training and development opportunities

How to Apply

To apply for this position, please submit your current CV along with a statement of no more than 500 (five hundred) words outlining your suitability for this position to jobs@missiontoseafarers.org, no later than **noon on Friday 4 September 2026**.

We regret that applications received after the deadline will not be considered.

First round interviews: 14 September 2026 (in person)
Second round interviews: 21 September 2026 (online)