

Job title: Specialist, Partnerships, UK
Reports to: Director, Tent UK
Based in: London metropolitan area (hybrid)
Duration: Full time, 12 months fixed term

To apply, please send the English version of your CV and cover letter to careers@tent.org. If your background aligns with our needs, a member of our team will be in touch.

About the Tent Partnership for Refugees and Tent UK:

With more and more refugees displaced around the world for longer periods of time, businesses play a critical role in helping refugees integrate economically in their new communities. The Tent Partnership for Refugees was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilise leading businesses to help connect refugees to work. Today, Tent is a global network of over 500 major companies committed to hiring, training, and mentoring refugees. In 2024, Tent was selected for the [TIME100 Most Influential Companies](#) list.

Tent UK, the national coalition of the Tent Partnership for Refugees, is a network of over 80 major companies that are committed to hiring refugees across the country and helping them become job-ready. Find out more at www.tent.org/uk.

About the role:

Tent UK is looking for a highly motivated, operational, and fast-paced person to join our expanding team. The Partnerships Specialist will focus on providing cross-cutting support to our dedicated team (Country Director, Hiring Enablement Senior Manager, Communications & Partnerships Manager) focused on strengthening our project management, data, documentation, and partnerships management.

This role, reporting to the UK Director, will work closely within the UK team to help our member companies to test and learn with different approaches for refugee hiring and to increase the number of refugees hired into meaningful work. This individual will support a range of initiatives such as further building our refugee-facing partner network of local government, NGOs, diaspora networks etc. and enhancing our project management foundations to achieve our annual plan and multiple hiring projects.

Key responsibilities:

Hiring (50%)

- Support development and maintenance of hiring project plans
- Create materials for company calls, document meetings, coordinate follow-ups and related communications
- Track progress of Tent UK hiring projects, e.g. requirements gathering, approach/ process implementation, learning reports, etc.
- Help organise and facilitate a range of in-person and virtual Tent hiring events

- Support the relationship management of select existing Tent UK member companies to deepen their engagement with Tent

IP Network Strengthening for Hiring and Mentoring (30%)

- Maintain and expand Tent UK's NGO and other partners' network and ensure all info is accurate and enables the greatest reach for job seeking refugees
- Explore additional routes to source, recruit, and directly connect with job-seeking refugees, e.g. diaspora groups, grassroots/community organisations, social media groups, etc.

Data Management (20%)

- Support and refine effective project management systems to track progress and workstreams
- Track companies' progress, oversee and manage collection of key information and data from coalition members, and ensure Tent internal database is up-to-date
- Support data tidy up and maintenance across Tent UK for member companies, partners, and all contact points
- Support the Country Director with tracking and updating team progress vs. annual plan - learning, reporting on progress, etc.

What we are looking for:

Tent Qualities:

At Tent, every team member is guided by five core principles — DOERS — that define not just what we do, but how we do it. These principles are the behavioral foundation of our team, and we look for them in everyone who joins us.

- **Dedicated to Our Mission** — you are genuinely invested in refugee economic integration. You take ownership of your work and go beyond your role when the mission requires it.
- **Obsessed with Impact** — you act with urgency and tenacity, and take personal accountability for results. You don't stop at effort — you care about what actually gets done.
- **Excellent in Execution** — you operate at the highest standards in everything you do. You bring precision and follow-through to your work and hold yourself to a bar that goes beyond what is required.
- **Relentless at Improving** — you proactively identify better ways of working and don't wait to be told to iterate. You are open to feedback and actively seek it.
- **Stronger through Collaboration** — you thrive in team environments, communicate openly, and build trust with colleagues and external partners alike.

Essential Skills / Experience:

- Bachelor's degree
- Complete fluency in English mandatory
- 3-5 years of experience working with multinational companies (ideally in partnerships, talent acquisition, human resources, corporate social responsibility, diversity and inclusion), and/or international organisations
- Strong inclination towards project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment

- Excellent planning, prioritisation and organisational skills
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail
- Effective relationship management skills with external and internal stakeholders
- Excellent written and verbal communication skills, including strong presentation skills
- Proven ability to manage up
- Willingness and ability to travel from time to time within and outside the UK

Preferred Skills / Experience:

- Experience in the private sector to understand the demands and considerations facing private sector HR, CSR, and DEI teams
- Proficiency with Microsoft 365, Google Workspace, Sharepoint, and/or Slack is a plus
- Familiarity with customer relationship management tools (e.g., HubSpot) is a plus

Tent is an equal opportunity employer. Tent will not discriminate against any applicant for employment on any basis including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, predisposing genetic characteristics and genetic information, or any other classification protected by federal, state and local laws. We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.