

## Job Description

<b>Job title:</b>	Senior Partnerships & Recruitment Manager
<b>Group:</b>	UK
<b>Dept/Project/Service:</b>	UK Education Services (UKES) Teacher Development (TD) ECPDP & NPQ
<b>Reports to:</b>	Partnerships Lead (UKES)
<b>Responsible for:</b>	Partnerships & Recruitment Managers Partnerships Coordinator
<b>Usual office base:</b>	Reading
<b>Grade:</b>	5

### Job purpose:

The Senior Partnerships & Recruitment Manager will oversee the account management of Education Development Trust's Teacher Development (TD) Delivery Partner (DP) network (Teaching School Hubs, other schools and organisations), accountable for the recruitment, retention and overall performance and relationships with these parties to support the delivery of our work as a Department for Education (DfE) Lead Provider. This role will span all UKES contracts and programmes, and the degree of focus will vary in accordance with need and be identified and prioritised in collaboration with the Partnerships Lead.

The Senior Partnerships & Recruitment Manager will lead a team of Partnerships and Recruitment colleagues as part of the wider EDT Partnerships Team. This new role reports directly into the UKES Senior Management Team via the UKES Partnerships Lead and will be key in ensuring that strategic alignment of resources and activity within the TDT supports achievement of EDTs broader UK strategic objectives. TDT sector partnerships are crucial to our success as an organisation and will help support the quality of delivery of our programmes at a regional level.

In agreement with the Partnerships Lead, the successful candidate will:

- directly manage a small portfolio of key, high profile accounts
- ensure excellent account management practice and processes are in place for the current TD DP network through collaborative management of the partnerships team
- represent and advocate for the partnerships function at TD management level across both NPQ and ECPDP
- monitor team performance and DP relationships and escalate risks and opportunities to Partnerships Lead as appropriate

- play a key role in developing and supporting new strategic partnership campaigns and network growth both to support TD programmes recruitment and the UKES portfolio more widely

The role holder will be a crucial member of the UK Education Services team working collaboratively within a matrix model.

### Job objectives:

1. Provide line management to the Partnerships team (2x Partnerships & Recruitment Managers, Partnerships Coordinator), supporting their professional development and ensuring high levels of performance.
2. Commission support from Partnerships Advisers, ensuring these roles add value to Delivery Partners and contribute to the achievement of the programme objectives.
3. Put in place the necessary systems, processes and procedures to ensure that the Partnerships Team functions effectively and risks and opportunities are escalated appropriately to the Partnerships Lead and Programme Delivery Managers.
4. Ensure the operational interface between the Partnerships team and Programme Delivery and Education teams works effectively.
5. Collate and provide data and information for programme reporting (internal and client).
6. Working collaboratively with the Partnerships Lead, Partnerships & Recruitment Managers and Programme Delivery Managers, contribute to the development and successful delivery of an engagement strategy which leads to the creation and management of sustainable partnership arrangements that build high-level mutually beneficial relationships across UKES.
7. Working strategically with the UK Marketing Manager, build visibility of the programmes and establish and support marketing activities, utilising the most effective marketing tactics to support objectives, representing the organisation at meetings and events where required.
8. Ensure the Partnerships Team presents the programmes and their key benefits to potential partners and participants to develop understanding, engagement and confidence in the impact of the programmes in a timely and effective manner
9. Agree and hold the team to account for the achievement of recruitment and retention targets and Key Performance Indicators (KPIs) and ensure rigorous,

effective and efficient recruitment processes are implemented and that records are effectively managed to meet programme requirements.

10. Clearly communicate progress against KPIs, recommend appropriate actions and identify areas of improvement, ensuring these are documented in contracts and monitoring systems and escalated to the Partnerships Lead and Programme Directors as appropriate
11. Ensure that the Partnerships Lead and senior Programme Delivery colleagues are alerted to any performance, relationship and education quality issues are identified and addressed in an efficient and sensitive manner and with clear and documented follow up in place, with feedback used to inform continuous development of programmes and content.
12. Support the creation of a set of customer service standards and ensure all interactions are of a high quality with relevant colleagues across UKES.
13. Ensure effective implementation of systems that support partnership development to align across UKES programmes in collaboration with Partnerships Lead. Ensure records of contacts and developing partnership records are maintained in line with General Data Protection Regulations (GDPR) requirements.
14. Undertake a continuous review of processes and procedures to ensure that they are relevant and fit for purpose, making improvements where required.

### Scope:

The post holder will be an important conduit between the Teacher Development Team partnerships function and the broader UKES Partnership strategy and will be expected to make recommendations to senior staff. A limited amount of travel may be required.

This is a developmental role with management responsibility and adaptability will be required to meet evolving priorities. It is not a comprehensive list of all tasks which may be required by the post-holder – it is illustrative of the general nature and level of responsibility of the work to be undertaken on the new programmes.

### Person specification:

#### Knowledge

##### Essential:

- ✦ Excellent understanding of the education sector and in particular teacher and leadership development

- ✦ Good knowledge of recruitment and sales strategies and best practice
- ✦ Working knowledge of project management tools and techniques
- ✦ Strategic understanding of sector competitors

Desirable:

- ✦ Knowledge of teacher training programmes

### Experience

Essential:

- ✦ Successful experience of effective account management of a portfolio of accounts and developing external stakeholder relationships
- ✦ Demonstrable experience of tracking recruitment and meeting demanding targets
- ✦ Project management experience
- ✦ Experience of developing result-orientated strategies
- ✦ Team leadership experience and proven ability to align resource to deliver agreed strategic objectives

Desirable:

- ✦ Teaching or middle leadership school experience

### Skills

Essential:

- ✦ Exceptional interpersonal skills with the ability to communicate effectively with confidence with a wide range of people, including internal and external stakeholders
- ✦ Ability to influence and negotiate
- ✦ Strong relationship management skills with the ability to manage and develop successful partnerships with a range of stakeholders
- ✦ Ability to develop innovative and creative approaches to complicated and demanding issues and to manage changing situations effectively
- ✦ Proactive and well organised with the ability to plan and prioritise own workload
- ✦ Highly effective project management skills
- ✦ A well-articulated and collaborative approach to team leadership

**Competency Band:** 3

### **Key Competencies for the role:**

<b>Our Values</b>	<b>Key Competency 1</b>	<b>Key Competency 2</b>
<b>Excellence - Creating and Leading Success</b>	Creating value	Responding to change
<b>Integrity - Supporting and Building Trust</b>	Valuing views and needs of others	Communicating with impact and empathy

<b>Accountability - Delivering and Improving</b>	Delivering commercial outcomes	Driving performance
<b>Collaboration - Engaging and Partnering</b>	Engaging others to achieve goals	Influencing and negotiating

**Job Family:** Project Management

***Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK's Disclosure and Barring Service.***

***Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.***