

Job Description

Job Title:	Partnerships & Recruitment Manager
Group:	UK
Dept/Project/Service:	Education Services - ECF NRO & NPQ
Reports to:	Senior Partnership and Recruitment Manager
Responsible for:	N/a
Usual office base:	Reading
Grade:	5

Job Purpose:

The Partnerships & Recruitment Manager will act as the account manager for Education Development Trust's Delivery Partner network (Teaching School Hubs, other schools and organisations), responsible for the overall performance and relationships with these parties to support the delivery of our work as a Department for Education (DfE) Lead Provider.

The Partnerships & Recruitment Manager will play a key role in developing new strategic partnerships and providing excellent account management to existing partnerships. These partnerships are crucial to our success as an organisation and will help support the quality of delivery of our programmes at a regional level. The Partnerships & Recruitment Manager will be responsible for recruiting and retaining partner schools and participants aligned to our contract commitments with the DfE.

The role holder will be a crucial member of the UK Education Services team with accountability for establishing and developing new and existing relationships, best practice account management, conducting activities to recruit participants, acting as the conduit to the wider programmes team.

Job Objectives:

1. Working with the Senior Partnership and Recruitment Manager and Programme Delivery Manager, develop an engagement strategy which leads to the creation of partnership arrangements that build high-level mutually beneficial relationships.
2. Working closely with the UK Marketing team, 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.
3. Present the programmes and their key benefits to potential partners and participants to develop understanding, engagement and confidence in the impact of the programmes.
4. Establish 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.
5. Develop new relationships to meet participant and partner school recruitment and retention targets / KPIs and ensure that these relationships are maintained effectively to build and maintain strong and long-lasting partnerships through excellent account management and in line with the defined engagement strategy.
6. Negotiate targets with partners and clearly communicate the progress of initiatives, recommend appropriate actions and identify areas of improvement, ensuring these are documented in contracts and monitoring systems.
7. Maintain oversight of all Delivery Partner relationships and prepare regular reports on partner status and collaborate closely with the Programme Delivery team and the wider team to share information and identify areas of improvement.
8. Act as the interface between Delivery Partners, Programme Delivery, Education Adviser(s), and senior colleagues to ensure that any performance, relationship and education quality issues are identified and addressed in an efficient and sensitive manner.
9. Support the of a set of customer service standards and ensure all interactions are of a high quality.

10. Ensure effective of systems that support partnership development. Ensure records of contacts and developing partnership records are maintained in line with General Data Protection Regulations (GDPR) requirements.
11. Undertake a continuous review of processes and procedures to ensure that they are relevant and fit for purpose, making improvements where required.
12. Commission inputs from the Partnerships Adviser in order to support Delivery Partners in terms of partnership effectiveness and overall partnership governance.

Scope:

The post holder will be an important locus of coordination for the programme and will involve advising more senior staff. A limited amount of travel may be required.

This is a developmental role and adaptability will be required to meet developmental 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:

- » Good 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

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

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

Competency Band: 3

Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence – creating and leading success	Creating value	Responding to change
Integrity – supporting and building trust	Valuing views and needs of others	Communicating with impact and empathy
Accountability – delivering and improving	Delivering commercial outcomes	Driving performance
Collaboration – engaging and partnering	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 & 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 their understanding of these recruitment procedures.