

Job Description

Job Title:	Partnerships Manager
Group:	UK
Dept/Project/Service:	UKSPF Future Forward West Yorkshire
Reports to:	Contract Manager
Responsible for:	N/a
Usual office base:	Area Based
Grade:	Careers Grade 2

Job Purpose:

To ensure a cohesive and coordinated approach when engaging with businesses, stakeholders and partners to support activities for the successful delivery of the UKSPF Future Forward West Yorkshire programme. The role will ensure network management principles are followed to minimise duplication of relationships and has a clear understanding of support tools to inform and update internal stakeholders.

Job Objectives:

1. Engage with LAs and employers through our regional business hub, the careers hub, joint steering group, workshops and other events to gain buy-in and support for roll-out of new approaches to ensure efficient and effective delivery of services; utilising available data to identify areas of good practice and areas for improvement.
2. Lead effective coordination and collaboration amongst support providers by establishing and leading a Community of Practice (CoP) that provides space

for all relevant professionals working with the beneficiary groups to collaborate, understand the interconnections between barriers and work together to improve the effectiveness of services offered to the target group.

3. Establish and drive engagement and participation with key strategic partners (e.g. DWP, LAs, WCYA, Careers hubs, youth provision e.g. C&K careers) through a formal Steering Group as well as smaller, sub-regional workshops, focusing on collaborative problem identification and solving e.g. maintaining effective engagement with hard-to-reach young people. Champion the 'best practice' findings from our research on current provision and support the embedding of effective practices within support services.
4. Coordinate with partners to identify and engage 'cornerstone' employers that can provide regional opportunities and create toolkits for working with SMEs to standardise localised approach to employer engagement.
5. Develop and implement strategies to engage and collaborate with various stakeholders, including schools, local authorities, non-profits, and businesses, to support youth development and intervention programs.
6. Act as the primary point of contact for partners and stakeholders, ensuring clear communication and effective collaboration.
7. Organise and facilitate meetings, workshops, and events that bring together stakeholders to discuss and align on youth support strategies.
8. Monitor and evaluate the effectiveness of partnership activities and interventions, reporting on outcomes and identifying opportunities for improvement.
9. Ensure all stakeholders are informed of relevant developments, successes, and challenges within the youth support ecosystem.

10. Advocate for the needs and interests of young people in all stakeholder interactions, ensuring their voices are heard and considered in decision-making processes.
11. Identify and pursue funding opportunities and resources to support the delivery of youth programs and initiatives.
12. Contribute to the development and dissemination of best practices, case studies, and learning materials related to youth support interventions.
13. Record and manage interactions on shared CRM systems to ensure accurate and up-to-date information.
14. Meet agreed targets providing management with regular updates, information and reports to support performance expectations.
15. Broker, facilitate and promote opportunities for the benefit of multiple contracts across the UK Directorate to increase referrals and support organisational strategy.
16. Manage and resolve any potential issues which arise coordinating a planned response through joint/partnership working.
17. Aligning external relationships to ensure mutual benefit across the UK portfolio
18. Assisting with returns of management information and project reporting in accordance with UKSPF requirements
19. Assist with the development and delivery of training required by staff to aid contract delivery

20. Maintain flexibility to adapt to the changing needs of the business and scope of the role; further duties determined by the Contract Manager and Assistant Director

This job description needs to be considered in the context of a developing and evolving service and duties described above will be adapted to meet the needs of a changing organisation.

Scope:

This post will predominantly consist of working from home, with some time spent in the regional office. Travel across the West Yorkshire Region in line with stakeholder and team engagement will also be required. There may be a requirement to work non-standard hours including weekends and evenings.

Person Specification:

Knowledge

Essential:

- » Relevant industry or management experience
- » Relevant degree level qualification or substantial experience of contract delivery
- » Know how to work safely and professionally with employers, stakeholders and partners
- » Experience of partner, stakeholder and business engagement

Desirable

- » Knowledge of economic development, skills or business support
- » Knowledge of the skills and careers landscape including policy
- » Knowledge of European Funding

Experience

Essential:

- » Demonstrable experience of working in a target-driven environment
- » Experience of working and engaging with Stakeholders
- » Experience of managing multiple projects and or contracts

Desirable

- » Collaborative planning and organising work
- » An understanding of and commitment to equality of opportunity for all

Skills

Essential:

- » Understanding and effective use of Information Technology
- » Good interactive skills and the ability to respond to demanding pressures and to meet deadlines
- » Experience of utilising CRM systems to monitor, manage and report outputs

Competency Band: 3

Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence – creating and leading success	Exhibits enthusiasm and positivity and recognises the importance of being committed and involved	Seeks to understand how the services, activities and strategies in their area work together to create value for the learner and client
Integrity – supporting and building trust	Seeks the views of others and thinks before speaking. Displays tact, sensitivity and honesty when communicating difficult messages	Delivers on their responsibilities and admits when they do not know the answer or have the information
Accountability – delivering and improving	Checks own performance against agreed outcomes, suggests performance improvements or takes corrective action when problems are identified	Focuses on how best to deliver results. Actively looks for ways of simplifying procedures or systems and encourages effective decision-making

<p>Collaboration – engaging and partnering</p>	<p>Actively builds and maintains a network of colleagues and contacts to achieve progress on objectives and shared interests</p>	<p>Displays enthusiasm around goals and activities and adopts a positive approach when interacting with internal and external stakeholders</p>
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Job Family: Manager

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.

Version Control	
Version	1.0
Date	March 24
Next review date	March 25
Doc owner	HR