



Partnerships Manager – 1 year contract (extension subject to funding)

Location: Wales (Home-based)

Hours: 25 hours per week

Salary: £24,000 pro rata dependent upon experience

About Governors for Schools

We're a national education charity with the ambition of making sure every school has excellent governance which drives improved outcomes for all children and young people. Since 1999, we've been connecting skilled and committed volunteers with schools and academies in England, in need of governors. By finding and supporting a diverse and talented network of governors, we help to drive systematic change in how schools are run. We've placed over 10,000 governors in England in the last 5 years and we've got ambitious plans to develop our services, expand our work with key partners, and support more schools with excellent governance. Significantly, this now includes our plans to support schools and volunteers in Wales.

About the role

With over 20 years' experience of supporting schools in England, this is a really exciting time to join the charity as we move into Wales. You will help to establish Governors for Schools in Wales by engaging with schools, recruiting volunteers, supporting our existing partnerships and developing new ones. You'll also research, complete and submit funding bids specific to Wales to enable our continued work.

We're looking for someone to join our team as Partnerships Manager, to be home based in the Cardiff or Swansea area, with anticipated travel around Wales and occasional travel to London. Initially, this is a one year contract. Part of your role will be to secure ongoing funding.

In order to support schools, governing boards and volunteers as effectively as possible, we are ideally looking for someone fluent in Welsh and English, but at least to have a basic understanding of the Welsh language.

You'll help schools to access skilled and committed volunteers to help raise standards and give children the best start in life. You'll manage the volunteering process for skilled individuals and have the autonomy to manage your own area, meeting recruitment and placement targets.

You'll provide outstanding customer service to our existing partners and undertake business development to support new relationships with corporate partners, universities and similar.

You'll report into the Senior Partnership Manager and work with the North team to plan ways of reaching volunteers through partnerships, social media and events.

Each day you'll be:

- Developing and maintaining relationships with Local Authorities and Consortia to place volunteers and engage schools
- Engaging schools directly to register vacancies
- Working with our partners to develop awareness of and interest in our service
- Introducing the service to wider networks and establishing supportive relationships
- Supporting volunteers through the school governor appointment process, from application to placement
- Providing schools with suitable volunteers, including recruiting volunteers for specific vacancies
- Using a variety of communication channels to promote Governors for Schools services to schools and volunteers in your area in Welsh and English, including online presentations
- Coordinating and taking active involvement in recruitment campaigns with the wider team
- Increasing the efficiency of the placement process
- Using our CRM system to ensure volunteer, school and company records are up to date
- Measuring impact and collating feedback to develop the service
- Researching relevant funding opportunities, and completing bid submissions

After a few months in the role, you'll:

- Develop and manage relationships with existing business and university partners
- Account manage up to 10 existing partners, providing frequent communication
- Deliver volunteer focused presentations to partner employees, both in person and online
- Carry out business development, encouraging businesses to include school governance as part of their CSR strategy and as a CPD opportunity

About you

While you'll be primarily working from home, you'll also be out and about meeting both new and existing partners, attending events, and thinking of new ways to engage schools, volunteers and corporate partners. You'll have a passion for education and be able to consistently demonstrate our values:

Excellence

- Attention to detail and a desire to continually improve by seeking and using feedback
- A 'can do' attitude and sense of pride in delivering high quality work at all times

Integrity

- Know when to challenge assumptions and suggest better approaches
- Question actions inconsistent with our values

Collaboration

- Excellent communication skills with the ability to interact at all levels and build solid working relationships
- Willingness to support the wider team outside areas of your specific job role

Pioneering

- Excellent organisational skills with the ability to take initiative and find creative and effective ways to get things done

You should apply if:

Essential

- You can demonstrate your passion for improving educational standards
- You have completed successful funding applications
- You have experience of working autonomously and home working
- You have experience developing wider partnerships, and are comfortable talking to and working with people of varying degrees of seniority
- You have experience using a CRM system
- You are based in Wales, and willing to travel as required
- You have a basic understanding of the Welsh language

Desirable

- You have experience establishing and managing corporate partnerships
- Experience of supporting volunteers through an application process
- You're comfortable delivering presentations
- You have experience working with schools
- You have proven experience of working to targets
- You have experience as a school governor
- You are fluent in Welsh and English

Salary and benefits

- £24,000 pro rata dependent upon experience
- Flexible working arrangements
- 25 days holiday + bank holidays pro rata
- Membership with HEKA, a fitness and wellness benefit

We'll be reviewing applicants on an ongoing basis so early application is encouraged. Flexible working arrangements will be considered.

To apply, please send your CV and a one page cover letter addressing the essential criteria to emma.harris@governorsforschools.org.uk

Applications without a covering letter will not be considered.