

**Partnerships Manager**

**Partnerships Manager for South West England**

**(Partnerships and Volunteer Recruitment Coordinator)**

**Location: Home-based**

**Hours: 35 hours per week**

**Salary: £24 - 27,000 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. By finding and supporting a diverse and talented network of volunteers, we ensure schools have the board-level skills and variety of perspective they need. By developing the services we offer, and expanding our work with corporate supporters, key partners and within local communities, we are supporting schools to achieve excellent governance. It is an exciting time to be part of our organisation and make a real difference in education.

**About the role**

Working as part of a team, you will be responsible for conducting efficient volunteer management and recruitment, business development and partnership building, to help the organisation reach its objective of placing governors in schools.

**In your role, you’ll be working with a number of different stake holders.**

You’ll work with volunteers to:

* Support them through the school governor appointment process, from application to placement. This involves corresponding with a large volume of people within your areas of responsibility.
* Promote the services of Governors for Schools
* Coordinate and be actively involved in recruitment campaigns in your region
* Develop innovative and cost effective approaches to volunteer recruitment with your line manager and the Impact Team.

You’ll work with schools to:

* Promote the services of Governors for Schools to schools in agreed areas.
* Provide them with suitable volunteers, including recruiting volunteers for specific vacancies.
* Maintain contact through the recruitment process in order to ensure timely placement of volunteers, tracking their progress on the CRM

You’ll work with Local Authorities & Multi Academy Trusts to:

* Maintain and develop relationships with appropriate Local Authority governor services departments and MAT governance professionals within your areas of responsibility in order to:
  + Place Governors for Schools volunteers
  + Use communication channels to promote the services of Governors for Schools
  + Obtain details of governor vacancies
  + Increase the efficiency of the placement process

You’ll work with partner organisations to:

* Provide an excellent service
* Develop and nurture relationships with supporting companies, universities and other organisations to recruit school governor volunteers
* Encourage businesses to adopt school governance within their learning & development and volunteering/CSR policies
* Promote the Paid for Service aspect of our work to corporate organisations in order to diversify our funding
* Deliver online presentations to potential governors, sharing information about the role
* Ensure CRM records are up to date and maintained

You will ensure volunteer, school and company records are up-to-date with all recent activity and information.

**You should apply if:**

**Essential**

* You are based in the South West and able to travel across the region
* You have experience using a CRM/ATS system
* You have excellent communication skills via email, phone, video conferencing and in person
* You have excellent organisation skills and ability to juggle a busy role interacting with different stakeholders (volunteers, schools, partners etc)
* You are self-motivated and target driven
* You pay attention to detail in order to provide excellent service to our partners
* You have recruitment experience

**Desirable**

* You have proven partnership building skills in order to manage accounts successfully
* Knowledge of the education system
* Knowledge of the role of governance
* You have experience as a school governor
* You have proven experience of working to targets

**Salary and benefits**

* £24,000 – £27,000 pro rata dependent upon experience
* Flexible full time working arrangements at 35 hours per week
* Generous holiday allowance of 25 days + bank holidays pro rata, increasing with long-term service
* Membership with HEKA, a fitness and wellness benefit
* Volunteer hours given to carry out a governor role
* Allocated time for personal professional development

We know that diversity is a strength in the workplace and that harnessing this diversity will create a workplace in which everyone feels valued, where their talents are fully utilised, and where our aims are met. We welcome applications from all suitably-qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief, or sexual orientation.

To help us recruit and retain diverse employees, we have reviewed our recruitment process and will:

* Advertise on a range of job boards to reach a diverse pool of applicants
* Redact identifying information from applications before shortlisting
* Have different people shortlist and interview candidates
* Have set criteria which candidates are scored against to minimise bias
* Involve all employees in the recruitment process
* Commit to training staff on Diversity and Inclusion and hold ourselves accountable to our Diversity Policy

We’ll be reviewing applicants on an ongoing basis so early application is encouraged. **Applications without a cover letter will not be considered.**