



JOB DESCRIPTION

About Governors for Schools

Governors for Schools is an education charity that connects skilled and committed professionals with schools and academies who need governors. We exist to improve education outcomes for England and Wales’s children, and we know that a vital key to ensuring strong school performance is highly effective governance. By finding, nurturing and supporting a diverse and talented network of governors, we help to drive systematic change in how schools are run. We have placed over 10,000 governors in the last 5 years.

We have excellent relationships with partners from the private, charity and education sectors, giving access to highly skilled people, and we match these skills to those wanted by schools. We also offer high quality e-learning.

Governors for Schools is evolving and growing. 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.

Job Title: Senior Partnerships Manager

You will be leading a small team, which is responsible for conducting efficient volunteer management and recruitment, account management and partnership building, to help the organisation reach its objectives of placing governors in schools.

Main purpose of job:

- To recruit skilled, committed and engaged school governor volunteers and facilitate their placement into suitable schools within designated areas of responsibility and to ensure the efficient management of all service users, with the support of a Partnership Co-ordinator.
- To manage team members to achieve targets to enable the whole team to meet organisational goals.
- To raise awareness of school governance and the services provided by Governors for Schools.
- To maintain effective account management with partners and assist with the continued development of our offer.

Relationships:

Responsible to:	Head of Governor Recruitment
Direct Reports	Regional Partnerships Managers Outreach and Partnership Managers Partnerships Administrator
Works with:	Senior Leadership Team Middle Management Team All Partnerships Team members External organisations, including but not limited to companies, universities and government departments Impact Team Marketing Team
Location:	Midlands with travel expected across England for meetings



Main tasks of job:

Team management

- Contribute to senior management decision making processes to further the aims of the organisation.
- Providing direction and allocating tasks to the team to enable achievement of team recruitment and placement targets.
- Leading and directing the recruitment of volunteers –developing innovative and cost-effective approaches to recruitment.
- Directing the promotion of the GfS schools service and enabling the development of relationships and process with Schools, Local Authorities and MATs.
- Analysing performance, discussing and resolving problems where necessary.
- Providing statistical analysis, monitoring and evaluation of team performance.
- Utilise our CRM to track team progress and ensure that targets are being effectively monitored and reached

Business Development

- 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.
- Work with organisations that have been assigned as key accounts to provide an excellent service
- Ensure CRM records are up to date and maintained

Volunteers

- Manage the Partnership Coordinator to support volunteers through the school governor appointment process, from application to placement. This involves corresponding with a large volume of volunteers within your areas of responsibility.
- Track all communication with volunteers through effective use of the CRM.

Schools

- Promote the services of Governors for Schools to schools in agreed areas.
- Provide schools with suitable volunteers, this includes the recruitment of volunteers for specific vacancies.
- Ensure contact is maintained through the recruitment process in order to ensure timely placement of volunteers, tracking their progress on the CRM

Marketing

- Promote the services of Governors for Schools
- Coordination and active involvement in recruitment campaigns in the North of England
- Develop innovative and cost effective approaches to volunteer recruitment with senior leadership team



Local Authorities & MATs

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

CRM database:

- Ensure volunteer, school and company records are up-to-date for the North team, with all recent activity and information.

Person Specification

Ideally candidates will possess the following key skills and experience:

- Line management experience
- Based in the Midlands and able to work from home
- Experience of working to and meeting targets
- Recruitment experience
- Able to motivate and bring together a remote team
- Able to contribute ideas and suggestions at a senior level
- Experience of building and maintaining relationships with universities
- Meticulous organisation and ability to juggle multiple areas of responsibility
- Self-motivated
- Attention to detail in order to provide excellent service to all stakeholders
- Proven partnership building skills in order to bring on new accounts successfully
- Knowledge of the education system and the role of governance

The above list is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by the overall business objectives