National Institute of Economic and Social Research

Job Description

Job Title: Partnership Development Manager

Directorate: External Affairs

Location: London

Reporting to: Head of External Affairs

Responsible for: Events Assistant

PURPOSE OF THE JOB

To be the principal operational lead on external stakeholder engagement to ensure that sustainable partnerships are developed that are beneficial to the Institute and its wider aims. This role will be responsible for the day-to-day management of an Events Assistant, and core to the External Affairs team achieving both its income generation and dissemination objectives. Key to the role is the administration of existing grants, and the securing of new funding streams.

KEY RESPONSIBILITIES

1. **PARTNERSHIP DEVELOPMENT**

- Work with the Head of External Affairs to identify and assess opportunities to secure funding for the institute, working with senior staff members with any approaches that arise from these opportunities
- Be the principal point of contact for existing partners and other key stakeholders (such as Governors) to ensure they remain engaged with NIESR's wider objectives
- Monitor the engagement of key stakeholders, providing regular reports on their levels of involvement in NIESR activities and, where necessary, working with the Head of External Affairs to deepen this involvement

2. **GRANT MANAGEMENT**

- Management of NIESR's Impact Acceleration Account (IAA) from the Economic and Social Research Council (ESRC) including the procedure for allocating IAA funding internally, and all external reporting
- Support the Events Assistant where needed to deliver the various engagement events and activities that are delivery as part of the IAA grant
- Help the organisation devise suitable targets for IAA activity, and ensure that appropriate reporting and record keeping mechanisms are in place
- Attend all meetings relating to the administration of the grant

3. DEPARTMENTAL

- Provide direct line management support and supervision to the Events Assistant, setting and monitoring objectives, holding regular supervisions and annual appraisals, and adhering to all relevant policies and procedures
- Work with the Head of External Affairs and HR to recruit, induct and support the development of your direct report(s), and address any issues with performance, conduct or attendance.
- Act as a key member of the External Affairs management team, working closely with the Head of External Affairs, Senior Communications Manager, and other team members to ensure departmental objectives and targets are met
- Work closely with the Communications team to ensure that events are communicated professionally
- Represent NIESR in a professional manner to stakeholders and all audiences

4. GENERAL

- Adhere to policies and procedures at all times
- Cover for other members of the team and division as necessary
- Being proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development
- Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff
- Attend and participate in divisional and team meetings and other meetings as required

This job description covers the current range of duties and will be reviewed from time to time. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to change this job description.

PERSON SPECIFICATION
Partnership Development Manager

Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or covering letter to demonstrate your capabilities, in relation to each point listed under essential requirements in the person specification. Where relevant use your answers to illustrate how your competences have helped you achieve positive results.

The successful post holder could come from a variety of backgrounds, including but not limited to:
event organisation and marketing, stakeholder management, membership programmes involving the corporate sector, fundraising or any other form of external liaison activity.

ESSENTIAL REQUIREMENTS

Experience

1. Experience in a partnership development role in either the private, public or third sector
2. Prior experience of working with a CRM system
3. Experience managing budgets
4. Experience of working independently, and as part of a team, to achieve specific outcomes
5. Experience of managing multiple priorities and conflicting deadlines

Skills, Knowledge and Abilities

1. Excellent written and spoken communication skills, including the ability to persuade
2. Strong interpersonal skills and the confidence to liaise with a wide range of key stakeholders across all levels
3. Strong critical thinking with the ability to process and challenge new information
4. Excellent MS Office skills
5. Keen attention to detail and a methodical approach to record keeping and reporting

The following are required of all roles with the organisation. However, you do not need to address these in your application.

- An understanding of and commitment to Equality & Diversity
- Willingness and ability to work hours outside of normal office hours on occasion (time off in lieu will be granted).
- Willingness to work flexibly in response to changing organisational requirements.