

Job Description

Job title:	Partnerships Manager
Directorate:	Communications and Engagement
Reporting to:	Director of Communications and Engagement
Direct Reports:	None
Salary:	£45,000 - £50,000 depending on skills and experience
Hours:	37.5 hours per week
Location:	Resuscitation Council UK, 60-62 Margaret Street, London W1W 8TF (hybrid)
Contract Type:	Permanent

Main purpose of the role

The purpose of this post is the strategic management and development of a portfolio of partnerships; community and corporate in order to maximise our impact. Plus, while we are not a fundraising organisation, looking for income opportunities that will help us to drive our campaigning work and broader corporate priorities forward. Our vision, as a small charity, is to be the partner of choice for local businesses as well as larger corporate organisations, working together to ensure that everyone has the skills they need to save a life. Working with our team and members of the wider resuscitation community, you will plan and deliver a range of engagement and partnership events / opportunities to ensure co-production is at the heart of all our Bystander CPR and cardiac arrest survivor related activities.

This is an exciting opportunity to work as a member of our Communications and Engagement Team, ensuring the patient and public voice is at the heart of all we do. And, to ensure that we are implementing ambitious plans to increase the range and number of our partnerships within the corporate and community sector. Our audiences include health and social care professionals, sports organisations, charities, professional bodies and associations, UK policy makers and campaigning groups.

Duties and responsibilities

Partnership Management

- Responsible for coordinating, managing and supporting RCUK's collaborative activity with community and corporate partner organisations in the UK
- Act as the central link between partner organisations, and our patient and public voice group
- Manage relationships with both corporate and community partnerships developing strong new relationships and strengthening existing relationships, liaising with internal and external stakeholders at all levels
- Take leadership for all operational aspects of our community and corporate partnerships, including the quality of partnership bid documents and correspondence received by the partner, and any day-to-day matters

- Work closely with the Media and Campaigns and Policy and Public Affairs departments on campaigns and parliamentary engagement opportunities. Jointly working with the Media and Campaigns Manager to align the right partner/s with campaigning activities
- Writing press releases to announce new partnership relationships and promote partnership events locally
- Work closely with teams in RCUK to identify and develop growth opportunities for new and existing partnerships
- Ensure RCUK discharges its responsibilities in relation to involvement/consultation with our patient and public voice group. Implementing and developing community and commercial strategic relationships with organisations, in accordance with Resuscitation Council UK's overarching, objectives and goals.

Strategy and Planning

- Lead on the implementation of a new partnership strategy for RCUK working closely with the Director of Communications and Engagement and key internal stakeholders, ensuring it remains relevant and develops across the life of our partnership activity
- Lead on developing bespoke individual plans for each partner relationship
- Lead on proactively researching and developing a pipeline of new partners whose values and mission aligns with the RCUK vision, presenting progress in monthly stakeholder meetings
- Develop compelling partnership propositions and presentations for corporate prospects, ensuring alignment with our values
- Chair a monthly partnership forward planning meeting with internal stakeholders and key members of the Senior Leadership Team
- Look for specific income generating partnerships that will help fund our campaigning activity
- Continually monitor and evaluate each partnership to ensure objectives are being met in line with both RCUK and the partners expectations
- Setting KPIs for each of our corporate and community partnerships
- Effective corporate account management - managing multiple and high value partners

Relationships

- Effectively manage the relationships with partners at all levels including internal stakeholders

Other

- This role will occasionally involve regional travel to meet with corporate or community partners. This will include working outside standard hours and involve occasional weeknight/weekend work.
- This role will involve external face to face meetings to initially establish new relationships, it will also involve supporting in-person community and corporate partners campaign events
- This list is not exhaustive. In addition to the duties outlined above, the role may also include any other duties reasonably requested by their line manager.
- It is a requirement of all RCUK staff to take an active participative interest in their own continuing professional development.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

E= Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
Working in a communications and engagement / PR and stakeholder engagement position or similar field	E
EXPERIENCE	
Extensive experience of external stakeholder engagement and relationship building	E
Experience in managing multiple and high value accounts/relationships	E
Experience of fundraising	D
Experience collaborating and working within a wider communications department	E
Current corporate responsibility knowledge and experience in the health sector is an advantage	D
Demonstrable evidence of supporting the delivery of business priorities and delivering stakeholder engagement plans using insight data to help shape those plans	E
Excellent verbal and written communication skills including drafting documents and briefings for internal and external use, designed for a wide variety of audiences	E
Extensive experience with developing and influencing relationships with both internal and external stakeholders across all levels of seniority, including developing partnerships for collaboration on joint initiatives, projects and/or events	E
TECHNICAL SKILLS	
Good, editing and proofing abilities with excellent attention to detail	E
GENERAL SKILLS AND ATTRIBUTES	
Excellent oral and written communication skills	E
Evidence of strong interpersonal and influencing skills and an ability to engage with and influence a diverse range of contacts at all levels, both internally and externally	E
High degree of initiative and the ability to take responsibility and leadership for projects (planning, managing and delivering projects, working with a range of stakeholders)	E
Excellent time management skills with the ability to prioritise workloads and deal with conflicting demands and meet tight deadlines	E
Flexible and adaptable; a good team player who is able to work in a small team	E
Commitment to, and promotion of RCUK's vision and values	E
Commitment to the principles of EDI and adherence to RCUK's policies and procedures	E
Take an active role in own CPD	E

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.