

### **Role purpose**

The Brokerage is looking for a Partnerships Manager to support the Senior Partnerships Manager to implement our new partnership model, researching and recruiting new partners and ensuring existing partners are happy and participate in our journey of becoming a corporate Changemaker.

In addition, the Partnerships Manager will work closely with the marketing and communications team to build the brand of The Brokerage and collaborate with the delivery team to ensure successful service delivery. They will also support with writing funding applications when necessary as indicated by the Senior Partnerships Manager.

### **Main duties**

- Undertake research into prospective corporate partners and alongside the Senior Partnerships Manager convert a percentage of these into paid corporate partners on The Brokerage's partnership model
- Attend meetings with prospective corporates for/with Senior Partnerships Manager where necessary
- Manage all corporate partnerships, for their 12-month duration, maintaining regular contact and a high quality relationship with each organisation
- Communicate details of The Brokerage's value add assessments with key corporate contacts and where necessary, deliver parts of the assessment insight gathering sessions to corporate audiences
- Ensure that the quality and content of each partnership agreement is in line with agreed partnership level and The Brokerage's strategic direction
- Gain regular, high level updates from Senior Programme Managers to ensure all elements of the agreed partnerships are being delivered. All updates to be fed back to Senior Partnerships Manager via weekly partnerships meetings.
- Be a key driver in the development and delivery of The Brokerage's employer support services including:
  - Organising and delivering The Brokerage's regular Corporate Leaders Forums, virtually and in-person when possible
  - Workshops for employers around the lived experiences of our young people
- Work with relevant Programme Manager and corporate partners to confirm and secure internships for Summer Placement Programme.
- Undertake research into and apply for additional funding The Brokerage can access from trusts, foundations and statutory funders, monitoring and tracking the progress of these applications.
- Work closely with the marketing and communications team internally to build the brand of The Brokerage
- Play an active role in the delivery of The Brokerage's strategic objectives and participate in The Brokerage events and activities as required.
- Undertake any other reasonable duties as requested by line manager.

## **Person Specification**

### **Essential**

- Energetic, engaging and self-motivated personality
- Committed client service attitude
- Ability to independently build rapport and maintain effective relationships with internal and external stakeholders
- Excellent organisational skills and ability to manage competing priorities overseeing multiple partnership agreements at once, ensuring their successful delivery
- Excellent verbal and written communication skills
- Excellent attention to detail
- Excellent IT skills, including demonstrable usage of the Microsoft Office suite.
- Work to tight deadlines in a fast-paced environment and still produce quality outputs.
- Demonstrable knowledge of and interest in issues surrounding social mobility, education, as well as corporate diversity and inclusion programmes

### **Desirable**

- Knowledge of a CRM database (Salesforce or equivalent)
- Ability to undertake desk-based research

### **Role details**

- **35 hours per week full time**
- **The Brokerage, 65 London Wall, London EC2M 5TU**
- **Salary – £29,000**
- **7% pension contribution**
- **25 days' paid annual leave plus Bank Holidays**
- **2 days' paid volunteering leave**
- **Season ticket loan**