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**Job Description**

**Job Title: Partnership Manager**

**Responsible to** : Chris Bennett, Director, Achieve NW Connect

**Job Purpose**

1. To lead our strategic development activity and have accountability for realising growth aspirations.
2. Identify, nurture and own growth opportunities for ANWC across the North West portfolio.
3. Build upon existing partnership relationships, liaising, negotiating and problem solving on your own and with Team Manager colleagues.

**Principal Duties and Responsibilities**

* Understand our current CFO delivery in prisons and community locations. To identify gaps in service, create ideas and liaise with Achieve colleagues and grow ideas into deliverable new services through use of our CFO3 Development Fund, Discretionary Access Fund or mainstream funding.To manage our key relationships with other ETE providers, stakeholders and partners, showing skills in listening, problem solving/solution and negotiation.
* To share knowledge and information with Team Managers and other Achieve colleagues.
* To innovate, drive and lead the growth of Achieve North West Connect.

**Corporate Duties and Responsibilities**

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| 1. Ensure efficiencies are achieved in the delivery of services across the wider Career Connect portfolio 2. Promote the safeguarding and welfare of children, young people and vulnerable adults in accordance with Career Connect Safeguarding policy and procedures. |  |
| 1. Helping to maintain a safe and healthy working environment in accordance with Career Connect Health and Safety policy and procedures. |  |
| 1. Respect the confidentiality of all matters in relation to employment and clients. Comply with the requirements of the Data Protection Act 1998 and other legislation with regard to the processing of any personal data. |  |
| 1. Promote and maintain Career Connect policies on Equality, Dignity at Work and Code of Conduct. |  |
| 1. Take responsibility for own continuous professional development, by identifying and undertaking learning and development opportunities and alerting line manager where support is needed. 2. Proactively seek feedback from customers/ commissioners/ colleagues to identify improvements to professional practice. 3. Operate at the level expected for this role, in line with core competencies and values of the Charity.      1. Adhere to Career Connect policies and procedures on sustainability. |  |
| 1. Implement and follow Career Connect policies and procedures to promote business continuity in emergency situations. |  |
| 1. Act in a risk aware rather than risk averse way. Every member of staff, from the directors through line managers to the individual employee must be aware of the nature of risk, and the agreed system of control.   **This job descriptions sets out the main duties of the post at the date when it was drawn up. Such duties can vary from time to time without changing the general character of the post or the level of responsibility entailed.**  **This could include working across a range of contracts according to the needs of the business.** |  |

**Additional Duties and Responsibilities**

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| 1. | *Specific requirements that relate to contract* |  |
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**Person Spec**

1. Optimistic, go-getter with the attitude and enthusiasm to drive innovative new ideas through to design and operational delivery.
2. Ability to multi-task, control different projects and prioritise a varied work plan.
3. Professionalism demonstrated in all activity and representing Achieve NW Connect to a high standard internally and to external stakeholders/partners and the public.
4. Demonstrable knowledge/experience of operational delivery when working with Service Users who face disadvantage.
5. Liaise, negotiate, build excellent partnership relationships, feeding back regularly to Manager colleagues; asking for advice and guidance when appropriate.
6. Analytical and problem-solving capability.
7. Ability to work on own initiative and judgement to resolve problems independently.
8. Excellent verbal, written and interpersonal skills.
9. Educated to Level 4 /a broad range of work experience relevant to this role.
10. Use of technology and key software packages including to manage and control projects.
11. A commitment to equal opportunities and experience of effective strategies in relation to this issue.
12. Knowledge of the range of Government Initiatives impacting upon the work of the Career Connect.
13. Budget and resource management experience.