

Job profile

Job title	Partnership Manager, Greater London
Contract	Permanent
Band	D
Salary	£30,000 (pro rata)
Hours Per Week	22.5
Location	Regional area working
Responsible to	Senior Partnership Manager
Direct reports	None
Works with	All teams
Date	October 2020

Creative & Cultural Skills

Creative & Cultural Skills works to create a fair and skilled cultural sector by shaping skills, education and employment best practice. We provoke action and enable learning opportunities that drive change and help to build an inclusive skilled sector by: informing and helping the sector respond to changes in the technical education system; helping employers see the benefits of an inclusive workforce; improving understanding and awareness of the career options across the cultural sector, in turn feeding new talent into the workforce and supporting the sector to continue on a course of economic growth and meet diversity ambitions. For further information, please visit www.ccskills.org.uk

Role overview

This role delivers our sector support offer at a regional level and works to build new relationships with training and education providers, creative and cultural employers, Local Enterprise Partnerships and key industry stakeholders, whilst sustaining existing partnerships, with a view to increasing income, sector engagement and growing apprenticeships and work-related training opportunities across the industry.

Key responsibilities

- Develop and deliver the Creative & Cultural Skills training and events offer within the designated area
- Provide 1:1 support to businesses within the creative and cultural industries to support the creation of new apprenticeship opportunities
- Promote and deliver creative careers related activity for the region
- Develop key communications, PR and partnership relationship management plans to support the promotion of Creative & Cultural Skills and its offer

Develop and deliver the Creative & Cultural Skills training and events offer in the designated area

- Develop and deliver the training and events offer in the designated area as a member of the wider UK delivery team including national events, industry insights, and local roundtables
- Develop productive relationships with training and education partners to encourage stronger links between education and industry
- Work with partners to develop high quality, industry endorsed training provision in response to sector demand

Provide 1:1 support to businesses within the creative and cultural industries to support the creation of new apprenticeship and work placement opportunities

- Pro-actively target levy and non-levy paying employers to inform them about the technical education reforms, helping identify meaningful apprenticeship and work placement opportunities within respective businesses
- Support the delivery of the annual programme of sector support that helps inform employers about apprenticeships, paid internships and pre-employability training as well as the technical education reforms, and the benefits of diversifying the workforce
- Maintain knowledge and understanding of the apprenticeship landscape and best practice recruitment of new entrants, becoming the go-to contact on the subject for the sector within the designated area

Promote and deliver creative careers related activity for the region

- Support the local co-ordination of careers related activity such as Discover! Creative Careers, working in partnership with employers, educators and key stakeholders
- Support the development of quality creative careers activity by showcasing best practice careers activity within the designated area
- Develop relationships with careers professionals to increase reach and improve the sector-specific IAG that is provided to young people

Develop key communications, PR and partnership relationship management plans to support the promotion of Creative & Cultural Skills and its offer

- Establish close working relationships with Local Enterprise Partnerships, Local Authorities and other relevant stakeholders, ensuring the sector is appropriately represented in local agendas so that Creative & Cultural Skills/sector partners are suitably positioned to respond to tenders and benefit from local skills funding
- Sustain and grow partnership working between education and industry
- Support delivery of the Company's communication strategy for the designated area, growing the profile and reach of Creative & Cultural Skills
- Operate in a cost-effective way, ensuring value for money at all times

Other requirements:

- Able to travel within the UK, and to work occasional unsocial hours

This job profile provides a general description and is not intended to be comprehensive. It may be altered from time to time as required for business reasons, to meet the changing needs of Creative & Cultural Skills and its sector.

Person profile

Job Title: Partnership Manager

	Essential	Desirable
Experience	Experience of working with a wide range of organisations including employers, educators and key sector stakeholders Experience of managing time-limited projects across a changing landscape Experience of establishing and managing external relationships Experience of managing multiple concurrent workstreams	Experience of working in the creative and cultural industries Experience of securing funding through a range of sources
Attainments	Ability to use MS Office particularly Word, Excel and PowerPoint	Budget management
Special Aptitudes	Excellent communication skills and ability to present information to others Good written English Able to understand and use basic business/data systems Strong track record of working to tight deadlines Ability to extract and record factual information Previous experience of relationship management	Ability to use social media Understanding of quality assurance and developments in public/private funding
Disposition	Collaborative; cooperative; tactful; diplomatic; empathetic and fair A self-reliant team player – ability to work on own initiative to an agreed standard A ‘can do’ approach with an ability to be flexible	
Thinking Style	Ability to be analytical and negotiate Calm and logical approach to problem solving Ability to maintain a bigger picture understanding and perspective Commercially minded	
Circumstances	Area based, with ability to travel frequently within the area and occasionally travel to other parts of the UK Ability to work extended hours on occasion	Clean driving licence