

## JOB DESCRIPTION

POST TITLE	:	Head of Projects and Partnerships
SALARY	:	Up to £63,409
RESPONSIBLE TO	:	Assistant Principal HE and Adult Education
CLOSING DATE	:	12noon, Friday 14 February 2025
INTERVIEW DATE	:	Wednesday 26 February 2025

### **Main Purpose of the Post**

We are looking for a Head of Projects and Partnerships to expand our network, engage with new and existing stakeholders, including commissioners and key local and regional decision makers, to build strong partnerships and identify opportunities to enhance our provision and expand our offer. You will develop intelligence regarding emerging national local policy and identify additional funding streams that create opportunities for the college. You will identify opportunities to nurture and develop new, mutually-beneficial relationships with external partners to enhance business growth, college offerings, and customer satisfaction. You will work with cross-college teams to plan, sourcing funding for, manage and successfully complete projects, meeting KPIs within the allocated timeline and budget.

### **Main Responsibilities**

- 1 To manage and enhance relationships with new and existing partners in pursuit of new business, partnerships and funding opportunities for the College.
- 2 To improve satisfaction amongst external stakeholders and partners with the service offered and delivered.
- 3 To identify and secure new partnerships and projects with the Local Authorities (including the new Combined County Authority), public and private sector partners.
- 4 To maintain an awareness of new, emerging policy and programmes, providing updates, analysis and advice to colleagues regarding opportunities for the College.
- 5 To identify opportunities and new funding streams to support projects and activity that will enhance provision and expand the College's offer.
- 6 To drive the College's targets for project and grant activity ensuring the College funding targets in respect to these streams are met and improved each year.
- 7 To work with Heads of Division and Curriculum Managers to ensure that project and grant targets are met and appropriate evidence and compliance deadlines are met.
- 8 Work with external stakeholders and local authorities to understand and maximise opportunities for the College through potential policy changes.

- 9 To proactively seek out intelligence, including local challenges and commissioning intentions, with a view to identifying opportunities for the College.
- 10 To work closely with the Director of Skills and Innovation and the North West Business Training Manager to respond to new opportunities.
- 11 To co-ordinate responses to tender opportunities, working with cross-college teams to prepare high quality project proposals.
- 12 To line manage the College's Bids and Projects Co-ordinator, supporting them to perform well and in their professional development.
- 13 To liaise with colleagues to ensure that the necessary internal processes and systems are in place to effectively manage external funding including claims, reporting and audit requirements.
- 14 To act as a liaison between partners and internal teams, facilitating communication and project execution to ensure the success of all projects and partnerships.
- 15 To continuously monitor and analyse partnership performance, adapting strategies and processes to maximise benefits whilst ensuring alignment to the College goals
- 16 To update and help develop the College's CRM system
- 17 To assure full compliance with key policies, notably Single Equality; Health and Safety and Safeguarding.
- 18 To carry out such other duties as the Principal may reasonably require.

#### **HOURS:**

Your hours of work will be those required to meet the needs of the College, but will not be less than 37 per week. A flexible approach to the working hours is required, in line with the needs of the College, including travel within and outside the local area.

## PERSON SPECIFICATION

**POST: Head of Projects and Partnerships**

<b><u>QUALIFICATIONS</u></b>		<b>Essential/ Desirable</b>	<b>To be identified by:</b>
1	Level 5 qualification (degree or equivalent)	E	Application form
2	A project management qualification or significant experience in a project management role	E	Application form
<b><u>KNOWLEDGE/SKILLS</u></b>			
1	Proven management skills and experience with the ability to motivate others	E	Application form/Interview
2	Ability to act as a credible ambassador on behalf of the college with a range of external stakeholders	E	Application form/Interview
3	Ability to work on own initiative and committed to continuous development and improvement	E	Application form/Interview
<b><u>EXPERIENCE</u></b>			
1	Experience of successful bid writing and project delivery	E	Application form/Interview
2	Experience of successfully and effectively managing the performance of others	E	Application form/Interview
3	Experience of building partnerships and proven expertise in managing external stakeholders	E	Application form/Interview
4	Ability to interpret and use management information effectively to improve delivery and outcomes	D	Application form/Interview
5	Recent, successful track record in managing projects	E	Application form/Interview
6	Experience of working with Local and National Government bodies	E	Application form/Interview
7	Knowledge of sources of funding in support of the College's objectives	E	Application form/Interview
8	Experience of developing initiatives to meet local needs	E	Application form/Interview

9	Production of accurate and professional proposals/reports	E	Task/Interview
10	Exceptional relationship building skills at all levels within an organisation	E	Application form/Interview
11	Proven history in managing and developing teams to successfully deliver against target	E	Application form/Interview

**PERSONAL**

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	Commitment to the provision of a high level of service to the customers of the College	E	Application form/Interview
3	Full driving licence and own transport	E	Application form
4	Good team working skills and commitment to team working	E	Application form/Interview
5	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
6	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*