**Partnerships Manager**

***A Noiseless Patient Spider***

*A noiseless, patient spider,
I mark'd, where on a little promontory it stood isolated;
Mark'd how to explore the vacant, vast surrounding,
It launch'd forth filament, filament, filament, out of itself,
Ever unreeling them, ever tirelessly speeding them.

And you O my Soul where you stand,
Surrounded, detached, in measureless oceans of space,
Ceaselessly musing, venturing, throwing, seeking the spheres to connect them;
Till the bridge you will need, be form'd, till the ductile anchor hold,*

*Till the gossamer thread you fling catch somewhere, O my Soul.*

*Walt Whitman, Penguin, 2010*

* **Duration:** Permanent
* **Salary:** £20,000 to £27,000 per annum
* **Working Hours/Pattern:** Full Time, 35 hours per week. Monday to Friday, 0900-1700 hours.
* **Annual Leave:** 30 days per year plus bank holidays
* **Location:** The Reader, Mansion House, Calderstones Park, Liverpool L18 3JB (National travel may be required)
* **Reporting to:** Associate Director of Development and Communications

**About this role**

The post holder will have a strategic overview of all The Reader’s partnerships and will be instrumental in progressing key relationships, seeking potential new fruitful partnership opportunities, and working collaboratively across teams to develop a coherent approach to partnership development across the organisation.

Partnership working is crucial to The Reader’s two key programmes.

1. The development of a national network of Shared Reading groups – putting Shared Reading into the hands of committed, trained volunteers who have the local networks, relationships and passion to set up and lead their own reading communities
2. Growing a community based on Shared Reading at our organisational home in Calderstones Park, Liverpool, where we are transforming Calderstones’ grade II listed Mansion House into the International Centre for Shared Reading, with a broad community programme and expanded social enterprise.

We are looking to build on our track record of collaborating with a variety of cross-sector partners who can host and promote shared reading groups, as well as those who can embed

groups as part of their service provision and via staff / volunteer training. Partners range from community groups to libraries, housing associations to arts organisations, national charities and companies. Partnerships will also be key to delivering our outreach programmes at and from Calderstones, to ensure we reach diverse communities and ensuring that the site is accessible to all.

This is a target driven role, and in the first year, the post holder will be accountable for recruiting an agreed number of partners, leading to increased volunteer recruitment and the establishment of additional Shared Reading Groups.

**Key responsibilities**

* Maintain a Stakeholder map and pipeline of all existing and potential partnerships and be able to assess partners for wider strategic collaboration across the UK, in line with The Reader’s Business plan and project KPIs
* Work closely with the Head of Social Enterprise, Community Development Manager and Development Manager to manage this pipeline, setting up a joined up approach to relationship management and ensuring partners have clear leads and progression strategies
* Work with Directors Group to develop a partnership strategy for The Reader
* Personally manage a portfolio of relationships, which will include but not be limited to other voluntary sector organisations, public sector organisations and corporate organisations.
* Play an active role in the development of relationships on Shared Reading North West – a regional collaborative project, meeting regularly with potential partners explaining the benefits of shared reading, running Shared Reading taster sessions and explaining the different ways to get involved
* Manage key Shared Reading North West partner relationships and oversee the management of other relationship undertaken by Community engagement team
* Work with Director of Development and other colleagues to develop partnership products and work closely with the Communications team to produce suitable marketing collateral to support, across print and online
* Ensure that all partnerships proceed in a timely manner with a clear understanding of expectations on each side
* Write and present partnership proposals and work closely with Development team and/or partners to help develop funding bids where needed
* Devise and implement criteria for assessing the suitability of possible partners and for undertaking due diligence where appropriate
* Keep accurate records of status and nature of all partner relationships and ensure a Memorandum of Understanding is in place for new relationships
* Ensure learning on partnership development is shared across operational teams across the UK

**Person Specification**

**Essential Criteria**

* Be able to demonstrate an understanding of the work of The Reader and its social values and have a good understanding of the purpose and social mission of The Reader.
* At least 3 years’ experience working in either a fundraising, account management, business development or marketing/sales role
* Well-developed commercial acumen with experience of identifying and developing commercial opportunities.
* Excellent verbal and written communication skills with the ability to understand, interpret and present complex information in a persuasive and accurate way for a range of audiences both internally and externally.
* A proven track record of delivering to targets with the ability to work under pressure, manage conflicting priorities and demonstrate a high level of resilience.
* The ability to think and plan strategically, shape projects and deliver to agreed timelines.
* Proven ability of demonstrating initiative and creativity to achieve desired outcomes.
* A self-motivated, proactive and collaborative individual with a proven ability of networking and developing new partnerships from scratch.
* An effective influencer and negotiator with a demonstrable ability to sell concepts in a clear and engaging way.

**Desirable Criteria**

* Experience of using Microsoft Dynamics or another CRM system
* Experience of working in the voluntary, charity, social care or Arts sector
* Experience of supervising / managing staff

**How to Apply**

Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -

Visit [www.thereader.org.uk](http://www.thereader.org.uk/) and select the ‘Get Involved Section’ where you will be able to view the full job description, recruitment pack and download an application form. Please complete the application form and submit to kateharrison@thereader.org.uk

**Deadline for applications:** 9 am, Friday 23rd March 2018

NB: applications arriving after **9am** will not be considered

**Selection Process:** If successful at shortlisting you will be invited to attend a panel interview. You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.

A high volume of applications may make replies to everyone impossible. If you have not heard from us by 4th April 2018 then unfortunately your application has been unsuccessful.

Role to start as soon as possible