

## Partnerships Manager Job Description



### Job details

**Job Title:** Partnerships Manager

**Responsible to:** Executive Director

**Location:** Flexible home and office working with travel to office in Potters Bar, Hertfordshire two or three times per week

**Position:** Permanent, Fulltime

**Salary:** £40,000

**Application deadline:** Monday, 16th September 2024.

We are looking for an experienced Partnerships Manager to join the team. You will be responsible for the upkeep of the Foundation's Partnerships Grants Recipients, as well as oversight of the Community Grants, Match-Funding Grants and Staff Hardship Fund. You will also be secretary to the Board of Trustees. We are looking for someone with good organisational skills, strong attention to detail and excellent communication skills.

### About the CareTech Foundation

#### Our purpose

The CareTech Foundation delivers meaningful impact to communities in the UK and overseas by supporting and championing **the social care sector, carers and those living in care.**

#### Our focus

**For the social care sector, we:**

- support improved recruitment and retention to the UK social care sector, particularly for those from deprived and disadvantaged backgrounds, with a particular focus on improving leadership and career pathways
- champion the contribution of the UK social care sector to wider society
- support the local communities of which social care services are a vital part

**For carers, we:**

- invest in skills development for care professionals in the UK
- support unpaid carers, particularly internationally
- support the family and friends of CareTech Ltd employees facing significant financial hardship

**For those living in care, we:**

- support disabled people and those with long-term health difficulties, including those with mental health conditions, complex physical and learning disabilities, and issues related to neurodiversity
- invest in action-based research and innovation to better understand the early identification, treatment and/or management of care-related conditions.

**For more information, see our website at [www.caretechfoundation.org.uk](http://www.caretechfoundation.org.uk)**

## **Key responsibilities**

### **A. Programme development and delivery**

- To develop, resource and implement programmes aligned to the Foundation's strategic priorities, with lead responsibility for developing and managing:
  - the Foundation's partnership programmes, including providing day-to-day oversight of grant fund relationships and all necessary reporting arrangements
  - the Foundation's Match-Funding Grants
  - the Foundation's Community Grants
  - the Foundation's Staff Hardship Fund
- Building strong relationships with the Foundation's partners and prospective partners.
- Lead responsibility for supporting the Grants Committee

### **B. Strategy and reporting**

- To support the Executive Director in the development of the long-term strategy and to drive the growth and expansion of the Foundation and its programmes.
- To oversee the Foundation's Impact Assessment Framework in respect of the Foundation's grant-funding programmes, developing robust reporting arrangements with partners
- To have lead responsibility for production of all internal reporting, minutes of meetings and support the production of all external reports

### **C. Governance**

Support the Executive Director:

- To ensure the Foundation develops and adheres to the correct processes, procedures, and policies.
- To ensure fiscal probity and transparency.
- To act as Secretary to the Foundation's Board of Trustees and committees

### **D. Leadership**

- To line manage the Team Administrator and Grants and Finance Officer
- To ensure grant processes are monitored and regularly reported on
- Collaborate with the Communications Manager to raise awareness and promote the Foundation's work, its grants and partners.

### **E. Financial Management**

To work closely with the Grants and Finance Officer:

- On reviewing of recommendations
- To process payment requests of Partnership Grants recipients in a timely manner
- To ensure compliance with fiscal policies.

## Skills and Experience

- A proven background in CSR or/and the charitable sector
- Grant-making and grant processing experience
- Experience in stakeholder and relationships management
- Line management experience
- Confidence in communicating and generating rapport with supporters, both orally and in writing
- Comfortable working across departments and coordinating planning to achieve successful delivery.
- Ability to make sense of data and communicate this in a way that is engaging to the wider audience.
- Experience of managing time-sensitive projects with an ability to work under pressure.
- Forward thinking: scheduling, activity planning and task delegation is critical to the success of this role.
- Proven digital literacy expertise
- Good level of numeracy.

## Benefits

The Foundation is a Real Living Wage Employer. **The salary for this role is £40,000 p.a..** Other benefits include:

- 25 days holiday leave plus Bank Holidays.
- Flexible working options.
- Cycle to Work Scheme
- The Foundation contributes to a stakeholder pension for all staff unless you choose to opt out
- Single health insurance is available upon successful completion of probation period
- Ongoing training and personal development

## To apply

Please send your **CV** and **covering letter** (no more than two pages) to [info@caretechfoundation.org.uk](mailto:info@caretechfoundation.org.uk) **by no later than Monday, 16th September 2024**. Interviews will take place as suitable candidates are identified. Kindly confirm your availability for the interviews in your cover letter.

If you are interested in applying and want to discuss the role, please contact Tariq Raja ([tariq.raja@caretechfoundation.org.uk](mailto:tariq.raja@caretechfoundation.org.uk)) to schedule an informal call.

***Applicants must have a current right to work in the UK.***

If you have a disability and/or would prefer to apply in a different format and/or would like us to make reasonable adjustments to enable you to apply or attend an interview, please contact us at [info@caretechfoundation.org.uk](mailto:info@caretechfoundation.org.uk) and we will talk this through with you. Please note that our offices are fully accessible.