Education Partnerships Manager

Post Title: Education Partnerships Manager
Responsible to: Director of Tutoring Plus
Salary: £45,000
Holiday entitlement/Pension: Holiday entitlement will be 33 days per annum (inclusive of Bank Holidays), Employee Assistance Programme and access to an employee perk-based platform. The Tutor Trust also provides a contributory Government-backed NEST pensions scheme, which is offered to our employees after the qualifying period.

Tutor Trust is currently operating hybrid staff working patterns, with an element of WFH offered to all staff

Please note this is a fixed-term role for three years, with the potential of extension based on further secured funding, performance and organisational needs

About Tutor Trust

We're a proudly Northern charity that believes in equity in education. We do our bit to achieve that by partnering with schools and education providers, to enable their young people to work alongside inspiring and motivating tutors – an opportunity they may not otherwise have.

We know that our high-quality tuition helps improve young people's academic attainment, wellbeing, and self-confidence, and supports their personal aspirations. Our tutoring model is evidenced by proven impact, and our commitment to impact underpins our work and commitment to the young people we support.

The NTP which ran from 2020 to 2024 allowed us to reach more pupils than ever before. However, the end of NTP subsidies and other pressures on school budgets mean we are increasingly relying on fundraising, projects etc to enable us to continue to support a high number of pupils.

THE TUTOR TRUST

Our values

What we stand for and practise in everything we do at Tutor Trust:

 We believe in fairness

 We are passionate about making a difference

 We are inclusive and supportive

 We are quality-focused

 We are ambitious

 We learn

Benefits of working at Tutor Trust

- Hybrid work model (40% of your time in the office)
- Competitive leave - 33 days per annum (inclusive of Bank Holidays, pro rata)
- Flexible working opportunities including Time Off in Lieu (TOIL)
- Health and Wellbeing (Employee Assistance Programme, 24-hour GP service, mental health support and benefits platform, Perkbox)
- Enhanced Family and Sick Leave (after a qualifying period).
- Recognition and Culture (Thanks & Recognition, Highlights, termly all-staff workshop)
- Learning and Development (knowledge sharing, staff-led groups)

Job Purpose:

The Education Partnerships Manager (EPM) will provide an additional level of strategic resource to maintain and build key school relationships and networks contributing to customer retention and business growth. The EPM will work very closely with teams across the charity to contribute positively to the overall success and innovation of the organisation.

The Education Partnerships Manager (EPM) will play a key role in driving the charity's growth, influence and impact. This role is responsible for identifying, developing, and managing high-value partnerships across schools, local authorities, Educational Multi-academy Trusts, education organisations and education sector networks.

The EPM will ensure partnerships are aligned with the charity's strategic priorities, deliver measurable outcomes, and strengthen our ability to support young people most effectively.

THE TUTOR TRUST

Job Responsibilities

Strategy, Growth & Partnerships

- Develop and implement a comprehensive growth and outreach strategy that can be effectively executed in line with the organisational strategy.
- Identify and negotiate partnership opportunities that support the Tutor Trust's strategic vision and business outcomes.
- Negotiate and manage partnership agreements, including terms of collaboration, financial arrangements and mutual expectations, to ensure beneficial outcomes for all parties involved.
- Work closely with teams across the charity to identify and plan for campaigns, events and other relevant opportunities to target growth and expansion.

Stakeholder Engagement & Relationship Management

- Strengthen relationships with educational leaders, MPs, charities and think tanks, including developing long-term partnerships with multi-academy trusts.
- Foster meaningful and long-term relationships with key leaders in education, local constituencies and other relevant sectors.
- Participate in partnership meetings, workshops and conferences to foster relationships, promote Tutor Trust and stay informed about developments across the education landscape.
- In partnership with the Partnership Operations team, maintain strong relationships with existing partners and provide opportunities for growth and expansion, ensuring high satisfaction and continued collaboration.

Partnerships Development, Marketing & Growth

- Develop and deliver a growth, outreach and partnership strategy aligned to Tutor Trust's organisational goals, identifying opportunities to expand reach, impact and influence.
- Secure and manage strategic partnerships with MATs, Local Authorities, Dioceses, Teaching Schools, Research Schools and wider education networks, including developing proposals, negotiating agreements and driving mutual value.
- Build and maintain strong stakeholder relationships, working collaboratively with internal teams to maximise partner satisfaction, retention and opportunities for growth and expansion.
- Raise Tutor Trust's profile and advocacy across the education sector through networking, events, marketing and communications activity, while line managing the Education Partnerships and Communications Coordinator.

- Advocate for evidence-based tutoring and the role of targeted academic support in addressing educational inequality with the sector.

Communications

- Develop and design external facing communications materials and campaigns to maximise visibility and reach.
- Produce and drive comms and marketing materials to reflect Tutor Trust's Mission and value.

Impact

- Work with senior leadership to refine and implement the organisation's partnership strategy.
- Conduct market analysis to identify trends, opportunities and potential collaborators.
- Ensure partnership activity is aligned with programme needs, funding requirements and organisational priorities.
- Monitor and report on partnership performance, impact metrics, and pipeline development.

Cross-Organisational Collaboration

- Work closely with partnership operations and fundraising teams to deliver high impact partnership projects.
- Support the development of co-designed initiatives with partners.

Safeguarding & Compliance

- Lead on monitoring and reporting all safeguarding concern processes, within your teams, ensuring all concerns are reported promptly to the Designated Safeguarding Lead or deputies, and helping to promote and foster a culture of vigilance and accountability across The Tutor Trust.
- Take lead responsibility for monitoring safeguarding processes within your teams.

Other functions to consider as the role evolves

- Analyse and report on partner initiatives, forecast for strategic changes and report on key metrics.
- Monitor and analyse the performance of partnership initiatives, using data-driven insights to assess effectiveness and identify areas for improvement or adjustment.

THE TUTOR TRUST

General Duties

- Support colleagues with general Tutor Trust activities when need arises e.g. tutor recruitment or events.
- Assist with administrative tasks, such as Salesforce admin, to ensure appropriate data collection of the Fundraising Team's activities.
- Prepare reports for Senior Management Team and Trustees.
- Any other duties commensurate with the grade and nature of the post.

Person Specification

The Education Partnerships Manager (EPM) will possess exceptional strategic relationship building, communication and organisational skills, to play a leading role in communicating and engaging with our school partners. Strong candidates for this role will demonstrate a solid track record of performance, possess excellent IT and English skills, exhibit strong interpersonal and diplomatic abilities, and show initiative in their approach.

Skills

Strategic Leadership & Business Development

- Strategic thinker with the ability to identify opportunities and drive them forward.
- Proven track record of managing and achieving ambitious targets.
- Senior leadership experience within the education sector (desirable).
- Experience promoting equality of opportunity within the workplace.
- Proven ability to manage complex internal and external stakeholder relationships, applying a proactive, solutions-focused and can-do approach, with resilience, tenacity and strong influencing skills.
- Ability to attract new and develop further existing school partnerships (desirable)

Project, People & Operational Management

- Proven project management skills with the ability to deliver complex workstreams.
- Line management experience.
- Experience of coaching, developing and managing others effectively, with the confidence and leadership capability to make sound decisions and manage responsibilities successfully.
- Proven ability to work effectively under pressure, prioritise competing demands and meet deadlines.
- Demonstrated success working collaboratively across teams and organisational levels.

- Strong organisational, planning and time-management skills, with a systematic approach to stakeholder engagement, the ability to prioritise competing demands, and a commitment to accuracy and attention to detail.

Communication, Analysis & Digital Skills

- Exceptional written, verbal and presentation skills, with the ability to prepare high-impact proposals and communicate complex information clearly.
- Strong analytical skills, with the ability to summarise and interpret information with clarity, brevity and accuracy.
- Excellent IT skills, including confident use of Microsoft Office, CRM systems and other software platforms.
- Strong attention to detail and ability to produce high-quality work consistently.

Attributes

- Demonstrates the ability to inspire, influence and persuade at all levels, building strong relationships with a broad range of stakeholders and confidently representing the organisation externally through excellent communication and presentation skills.
- Self-confident, resilient and motivated, with strong interpersonal skills and the ability to build trust and credibility. Demonstrates enthusiasm, creativity, professionalism and sound judgement, working effectively both independently and collaboratively to achieve results.
- Understanding of effective marketing and communications practices and their application to stakeholder engagement and organisational objectives.
- Flexible and adaptable, with a willingness to take on responsibilities beyond normal remit and respond effectively to changing organisational needs.
- Demonstrates a strong commitment to the goals, values and ethos of The Tutor Trust, with enthusiasm for contributing to its continued growth and development.
- Empathy for the needs of young people, particularly disadvantaged young people and vulnerable learners, and a commitment to improving educational outcomes for those who face barriers to success.
- Willingness to undergo DBS clearance and be committed to Safeguarding children.
- Educated to degree level or equivalent experience.
- Must have achieved a minimum of Grade B at GCSE in Maths and English.

General

Your regular place of work will be the Tutor Trust Head Office in Manchester; however, the position will also involve frequent travel to Manchester schools and occasional travel to the regions we operate in (Merseyside, the North-East and West Yorkshire).

The job is a **three-year fixed-term role** with the potential of extension based on performance and organisational needs.

The hours of work are 36.25 hours per week over 52 weeks (**hybrid working currently in operation**). Holiday entitlement will be 33 days per annum (inclusive of Bank Holidays). There will also involve working occasional unsocial hours in evenings and at weekends.

Start date: January 2027

The Tutor Trust is committed to safeguarding and promoting the welfare of children and young people in line with Keeping Children Safe in Education. We expect all staff and volunteers to share this commitment. All appointments are subject to safer recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check, satisfactory references, and verification of the right to work in the UK.

The Tutor Trust is an Equal Opportunities Employer. We welcome applications from individuals of all backgrounds and are committed to fair treatment throughout the recruitment process and beyond.

We believe that a diverse team drives innovation and strengthens the programmes we deliver to pupils. Diversity spans many dimensions of identity, and we are committed to cultivating an inclusive, equitable workplace where every voice is heard, respected, and valued.