

**JOB DESCRIPTION**

<b>Department:</b>	Partnerships, Public Affairs and Family Outcomes	
<b>Job Title:</b>	Partner Engagement Manager	<b>Grade:</b> F
<b>Responsible to:</b>	Director of Partnerships, Public Affairs and Family Outcomes	<b>Date:</b> May 2021
<p><b>Purpose of job:</b>          To promote and develop the work of Family Fund in its reach to families and its profile within the disability sector in a specific geographic area. Proactively work with a wide range of public, private and third sector organisations to ensure Family Fund’s strategy is understood and mutually beneficial relationships are formed. To seek out opportunities which allow Family Fund to achieve its key priorities, deliver added value for funders, and secure positive outcomes for our beneficiaries.</p>		
<p><b>Duties and responsibilities:</b></p> <p><b>Partner Engagement</b></p> <ul style="list-style-type: none"> <li>• Be acknowledged as a senior Family Fund representative across the disability sector, deputising for the Group CEO, or Directors on committees and at events as required.</li> <li>• Build effective partnerships and proactively develop activities with key organisations across public, private and third sectors.</li> <li>• Implement a programme of partnership and stakeholder acquisition, management and evaluation, ensuring that Family Fund’s profile remains high amongst key organisations</li> <li>• Be Family Fund’s key point of contact for all partners and stakeholders in a geographic area.</li> <li>• Engage in discussions with the third sector, which enable the Fund to be promoted as an efficient and effective organisation, which provides grant administration and financial services to other organisations.</li> <li>• Engage in sector working groups and consortia to help secure improved support for families raising disabled children.</li> <li>• Work with key organisations, acting as an introducer to other teams and individuals in the organisation.</li> <li>• Work closely with the Marketing and Communications Team on the design and implementation of relevant materials across digital, face to face and print channels – including funder reporting.</li> <li>• Deliver talks/workshops at, and attend, events, seminars and conferences to promote Family Fund’s services. Support delivery of our Family Information Events. Identify opportunities for new events and support Events and outreach Co-Ordinator with co-ordination as appropriate.</li> <li>• Undertake targeted demand generation activity to support Family Fund’s work on Equality, Diversity and Inclusion.</li> <li>• Support the Group CEO, Directors and Marketing and Communications Team in developing key publications and events designed to influence the development of the disability policy landscape.</li> </ul> <p><b>Funders and Programmes/Projects</b></p> <ul style="list-style-type: none"> <li>• Proactively identify and develop operational opportunities that enable Family Fund to reach more families and achieve its objectives for funders.</li> </ul>		

- To support the Fundraising Team in identifying and securing funding opportunities that allow Family Fund to provide improved information and support services to families.
- Work with the Director of Partnerships, Public Affairs and Family Outcomes and the Fundraising Team to identify development opportunities that meet the needs of families raising disabled and seriously ill children and young people.
- Support the design and delivery of projects and services in response to bespoke requirements from funders, partners and colleagues across Family Fund.

#### **Research and Public Affairs**

- Support Research colleagues in developing research projects that align with the core objectives of Family Fund and which allow it to represent the views of the families that it supports.
- Proactively identify opportunities for contributing to consultations and research.
- Work with a range of individuals and organisations to acquire any relevant expertise required to conduct and co-ordinate specific research projects.
- Support the Marketing and Communications team to launch and actively promote research reports and publications.
- Undertake and support public affairs activity, as required.

#### **General**

- Document and provide information to the Leadership Team relating to the partnership programme.
- Attend (as required) and contribute to the Leadership Team Meetings in the development of policy and strategy.
- Contribute to the planning and management of the department budget.
- Carry out appropriate duties as required supporting the operational management and strategic development of Family Fund.

## PERSON SPECIFICATION

<b>Department:</b> Partnerships, Public Affairs and Family Outcomes		
<b>Job Title:</b> Partner Engagement Manager		
	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Representing an organisation in a professional capacity</li> <li>Experience in networking and developing relationships with organisations</li> <li>Experience of partnership and stakeholder management</li> <li>Managing a diverse workload</li> <li>Managing a budget</li> <li>Experience of delivering projects</li> <li>Presenting within committee meetings and working groups</li> </ul>	<ul style="list-style-type: none"> <li>Work within the voluntary or statutory sector</li> <li>Current relationships with key organisations</li> <li>Public affairs or policy development experience</li> <li>Developing marketing and communications campaigns</li> <li>Event planning and management</li> </ul>
<b>Skills, knowledge and abilities</b>	<ul style="list-style-type: none"> <li>Microsoft Office, including Outlook, Word and Excel</li> <li>Networking skills</li> <li>Excellent written and oral communication skills</li> <li>Accurate and high level document presentation skills</li> <li>Ability to work as part of a team</li> <li>Ability to represent Family Fund with senior representatives of other organisations</li> <li>Ability to handle pressure and to work to deadlines</li> <li>Ability to cope with a heavy workload and prioritise</li> <li>Proven use of initiative</li> <li>Ability to deal with confidential information</li> <li>Understands the impact of disability on family life</li> <li>Understands social care values</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of voluntary and statutory sector</li> <li>PowerPoint</li> <li>Website CMS experience</li> <li>Digital marketing and promotion skills</li> <li>Facilitation skills</li> <li>Knowledge of national perspective for specific nation</li> <li>Knowledge of services and support for families with disabled children</li> </ul>
<b>Education/ Training</b>	<ul style="list-style-type: none"> <li>Degree or equivalent evidenced experience</li> </ul>	<ul style="list-style-type: none"> <li>Health or social care qualification</li> <li>Event management, partner engagement, marketing, public affairs or policy qualification</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Self and team motivator</li> <li>Reliable and willing to advise and support colleagues</li> <li>Flexible, adaptable and resilient to work demands and change</li> <li>Willingness to travel across the UK as required</li> <li>Commitment to safeguarding.</li> <li>Commitment to equality, diversity, inclusion and fairness for all.</li> <li>Commitment to Family Fund's Values.</li> </ul>	