



Partnership Manager

- Coventry, Solihull, Warwickshire (West Midlands)
 - £28,524 (plus, travel expenses and pension contribution)
 - Think Active ([view website](#))
 - 37 hours per week (FT) with possible options of part time or job share
 - Permanent (subject to successfully passing probation)
 - Closing Date midnight on 10th July 2024
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About the Role

Base Location: The main headquarters of the Charity is in Leamington Spa although some of the work involves being located across Coventry, Solihull & Warwickshire. We have a blended approach of home-based working, office-based working and travelling to and attending meetings as required. The post holder is expected to adopt a flexible approach to their work.

Salary: £28,524 + travel expenses + pension.

Working Pattern: 37 hours per week | 1 FTE | Job Share or Part time options

Contract type: Permanent (subject to successfully passing probation)

The main responsibilities of this role are:

Relationship Management

- To act as the lead and relationship manager with partners on behalf of Think Active Lead, or support on the development of local partnerships and networks promoting collaboration across all relevant sectors
- Raise awareness of funding opportunities available to increase participation in sport and physical activity.
- Lead, or support on the development of local place partnerships that align multiple agendas with partners from across different sectors and advocate for the benefits of physical activity.

Project Management

- To act as the lead for Sport England and other projects and initiatives managed by Think Active.
- High quality Project Management that ensures projects aims are clear, that they are delivered on time and on budget and in line with our values.

- Effective delivery of the Think Active. #WeThinkActive Strategy, through your contribution as a team member of Think Active and with and through partners.
- Tangibly contribute to the increase participation in sport and physical activity and address wider social needs through creative and innovative approaches and partnerships.
- Seek out opportunities to generate income and contribute to Think Active business development and income generation targets both for the organisation and for local partners.
- Use robust data and insight to co-design, implement and evaluate innovative. and appropriate projects and initiatives.
- Prepare detailed reports; including performance and financial in relation to your work.
- Adhere to GDPR and data protection through your planning, implementation and communication.

Financial Management

- Plan, implement and in accordance with funding guidance, financial procedures, and policies, take responsibility for diversifying Think Active's income streams through in line with the strategy and business development plan
- Project and budget management (up to c£300,000) including forecasting, monitoring of income and expenditure, plus the submission of financial reporting

Demonstrating Impact

Reporting progress and capturing value through case studies and evaluation processes designed to evidence the impact targets. Story telling – the ability to articulate the impact and value of Think Active (locally, regionally, nationally across various sectors)

Marketing and Communications

- Contribute to Think Active's Active Societies objective by aligning projects and work align with and enhance the work of the Marketing and Communications Lead.
- By building partnerships and brand visibility you will play an important role in enhancing Think Active's marketing and communications efforts by strategically cultivating and managing partnerships. This includes developing and implementing joint marketing campaigns with partners to elevate Think Active (and our partners and funders) brand visibility.
- You will collaborate with internal colleagues and external stakeholders to create compelling narratives that showcase the impact of our projects and initiatives, driving awareness and engagement.
- By leveraging partnerships, the Partnership Manager will contribute to positioning Think Active in promoting health and well-being through innovative and impactful physical activity projects, initiatives and collaborations.

Person Specification



Role Title	Partnership Manager
Date	December 2023

Essential criteria marked in bold with an asterisk* will be used for shortlisting purposes. Please make sure you address these requirements in your covering letter. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Criteria	Evidence	Essential / Desirable	How assessed
Qualifications	Relevant degree or equivalent or experience qualification in business, health, sport, physical activity or a related field	Essential	Application (CV)
Knowledge / Experience	Proven experience in partnership development or comparable role (including project management) within a sport, physical activity, health, charity, nonprofit or similar setting	Essential *	Application and interview
	Track record of delivering successful individual, team, and partnership outcomes	Essential	Application and interview
	Experience of developing, managing and nurturing relationships with partners and stakeholders	Essential*	Application and Interview
	Knowledge of issues facing the least active in society and the benefits of physical activity	Desirable	Interview
	Knowledge of the local community and stakeholders in Coventry, Solihull, and Warwickshire	Desirable	Interview
	Previous experience with fundraising and grant applications	Desirable	Application
	Experience in event planning and delivery	Desirable	Application
	Knowledge of local and national strategies and policies relating to sport, physical activity, and health promotion	Essential	Application and Interview
	Knowledge of current trends and innovations in sport and physical activity participation and promotion	Essential	Application
	Knowledge of safeguarding and protecting children and vulnerable people in sport.	Desirable	Interview
	Knowledge of current legislation related to health, community, and sport agendas.	Desirable	Application
	Experience of drafting, implementing, and reporting on strategic development plans and policies in partnership with partners, stakeholders, and people.	Essential	Application and Interview
	Experience of planning and managing budgets related to priorities and meeting the requirement of funding agencies or partner organisations. (For amounts between £100k to £300k)	Essential*	Application and Interview
	Personal Style	Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations	Essential

	You should be a team player and be able to communicate and work effectively within a team environment	Essential	Application and Interview
	You should demonstrate kindness, consideration, appreciation, and tolerance. (and you should expect the same in return).	Essential	Interview
	Excellent communication and interpersonal skills	Essential	Application and Interview
	Ability to develop and implement effective partnership strategies	Desirable	Interview
	You should have a strong work ethic and have the willingness to go above and beyond.	Essential	Interview
	You should be resilient and professional & supportive and flexible	Desirable	Interview
	Respects confidentiality	Essential	Interview
	You should be able to reflect on your own performance and want to improve. You can take and welcome feedback and embrace improvement areas through self-development, training, and professional development	Essential*	Application and Interview
Skills & Abilities	Ability to successfully lead or manage and motivate individuals and a project team	Essential	Application and Interview
	Well-developed written and verbal communication skills and the ability to motivate, enthuse, persuade, negotiate, and influence.	Essential	Application and Interview
	Strategic, critical thinking and decision- making skills	Essential	Interview
	The ability to be well organised, work on your own initiative and across a broad portfolio successfully managing a range of projects, partners, and budgets often with conflicting deadlines and priorities.	Essential*	Application and Interview
	Strong project management skills	Essential*	Application and Interview
	Computer literate across a range of platforms (we use Microsoft word, excel, PowerPoint and project)	Essential	Interview
	Presentation skills with the ability to facilitate group sessions and workshops	Essential	Interview
	Ability to effectively network and successfully collaborate with internal and external stakeholders	Essential*	Application
	The means to travel around Coventry, Solihull & Warwickshire to meet the needs of Think Active.	Essential*	Application
	Willingness and ability to work the occasional evening, weekend, and public holiday to meet the needs of the business.	Essential*	Application
	The ability to travel wider across the West Midlands and nationally as required.	Essential*	Application

	Experience of leading and managing people including setting and reviewing work programmes, providing clear direction, and demonstrating the right behaviours to make sure we achieve defined standards.	Desirable	Application and Interview
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About Think Active

We would like you know a bit about us if you're considering applying for a role. Think Active is the Active Partnership for Coventry, Solihull, and Warwickshire. We are unique to Coventry, Solihull & Warwickshire; that is, there is only one of us. We are one of 6 sub-regional partnerships within the West Midlands and one of 42 across England.

Active Partnerships are strategic organisations that recognise activity levels are affected by a complex system of influences and no single organisation or programme can create sustainable change at scale. We are concerned about the negative impact of a sedentary population. We believe in the power of sport and physical activity to transform lives and to keep people living well and we are committed to working collaboratively with partners to create the conditions for active people and places.

Our Partnership Manager will be a relationship manager across one of the 3 places (Coventry, Solihull & Warwickshire). Supporting and working with the strategic lead, these roles will use data and insight to inform those demographics and places that are most inactive and that face the greatest inequalities. These roles will use the opportunity and priorities from the local district activity partnerships and Think Active's priorities to maximise the positive impact on these people and communities. These roles will work collaboratively with stakeholders to create the conditions for success and to maximise opportunity and resource for local people to live in good health, to be physically active and to enjoy sport.

Partnership Managers will also lead on a theme or themes for Think Active and also for bespoke projects. These might be timebound and changeable depending on priority and opportunity.

Annual Leave entitlement is 27 days (FT) pro rata.

We prioritise 'Thrive'. It is one of our strategic aims and is captured in our values and culture (below).

OUR CULTURE & VALUES

Internally:

- Speak to team-mates regularly, being respectful and mindful of others
- Strive to do your job to the best of your ability
- Be accountable - own your mistakes
- Be ready to start on time - effective time management
- Give, acknowledge and explore feedback
- Ask questions to gain understanding
- Respond/ acknowledge emails and messages on the same working day



OUR CUSTOMER COMMITMENT

We will...

- Expand to you our culture of kindness, consideration, appreciation and acceptance
- Use your feedback to improve how we do things
- Do what we say we will, tell you if we can't
- Apologise and put it right if we make a mistake. If something doesn't work, find another way.
- Keep it simple
- Do the right thing
- Reduce our environmental impact
- Not judge
- Be considerate and sensitive
- Champion diversity
- Listen and try to understand
- Have an open and collaborative approach
- Happily update you with progress
- Respond to you within 5 days
- Communicate in a way which is clear and easy to understand
- Enthusiastically advocate sport and physical activity



We love difference and will be interested to find out what motivates you and how you can contribute to Think Active. We encourage diversity and are committed to creating an inclusive environment for all employees. We are a Disability Confident committed employer, and we actively encourage applicants from all protected characteristics and commit to providing any reasonable adjustments required during the application and assessment process, and upon joining Think Active.



Next Steps

We want to know how you meet the role requirements and how you think you can contribute to Think Active.

Please tell us by submitting a CV (please include 2 references. You can tell us if you do not want them to be contacted immediately)

Please provide a covering letter that tells us about you, what you have done and how you meet the person specification.

As part of your application please complete the following

1. The short application form. The link can be found [here](#)
2. Our Equality Monitoring Survey. The link to this can be found [here](#).

The Privacy Policy for how we use your data during recruitment is [here](#).

All applications should be submitted by email to vicky.joel@thinkactive.org by midnight on 5th January 2024 with the subject marked Partnership Manager, and we will be back in touch after the vacancy closing date to let you know the outcome.

If you would like to discuss any requirements or adjustments, you may require throughout the recruitment and selection process, please contact Abi Dixon, Development Director on abi.dixon@thinkactive.org