



## Partnerships Administrator- Job Description

<b>Job Title:</b>	Partnerships Administrator
<b>Team:</b>	Community Education & Prevention Team
<b>Reporting to:</b>	Partnerships Lead
<b>Location:</b>	Hybrid – based primarily at WGN’s Vauxhall office, with travel across London and occasional regional engagement

### Overall Job Purpose

The Partnerships Administrator plays a vital role in supporting the smooth operation of Women and Girls Network’s (WGN) partnerships portfolio, including the CouRAGEus and Ascent London Councils programmes, as well as any future partnership initiatives.

Working closely with the Partnerships Lead, the postholder will provide administrative, coordination and communications support to ensure the effective functioning of partnership activities. This includes taking minutes in partnership meetings, managing partnership correspondence, maintaining databases, preparing reports, and drafting newsletters and updates.

The role will require excellent organisational and communication skills, a high level of accuracy, and a commitment to WGN’s feminist, intersectional, and trauma-informed values. The Partnerships Administrator will act as a key point of contact for partners and contribute to the delivery of high-quality, inclusive, and well-coordinated partnership programmes.

## Areas of Responsibility

### Partnership Administration and Coordination

- **Administrative Support:** Provide day-to-day administrative support for WGN’s partnership activities, ensuring smooth coordination across multiple projects.
- **Meeting Support:** Schedule, coordinate, and take accurate minutes at partnership meetings, forums, and working groups.
- **Documentation:** Maintain and update partnership records, contact lists, and shared documents to ensure accessibility and accuracy.
- **Correspondence:** Draft and distribute partnership correspondence, including emails, agendas, and follow-up communications.
- **Event Coordination:** Assist with logistics for partnership events, learning sessions, and stakeholder meetings (e.g., room bookings, invitations, materials).
- **Data Management:** Maintain partnership databases, ensuring data integrity, consistency, and confidentiality.
- **Administrative:** Provide direct administrative and creative support to the Partnerships Manager/Lead for meetings, communications, and partnership events.
- **Continuous Improvement:** Suggest and support improvements to partnership communication systems and shared workspaces.

### **Communications and Information Management**

- **Newsletters and Updates:** Draft and distribute partnership newsletters, bulletins, and updates in collaboration with the Partnerships Lead.
- **Content Support:** Assist in creating engaging and accessible written materials that reflect WGN's values and partnership achievements.
- **Information Sharing:** Support timely dissemination of key partnership information, documents, and updates to internal and external stakeholders.
- **Brand Consistency:** Ensure all communications align with WGN's branding, accessibility standards, and inclusive communication practices.
- **Resource Creation:** Maintain and update partnership resources (e.g. shared documents, contact directories, templates, newsletters, slide decks).
- **Design:** Support in design and layout of partnership documents, newsletters, reports, and meeting materials using WGN's brand style.

### **Monitoring, Reporting and Quality Support**

- **Data Collection:** Support the collection and collation of monitoring data from partners, ensuring submissions are complete and accurate.
- **Tracking and Reporting:** Maintain partnership trackers, outcomes logs, and performance dashboards.
- **Report Preparation:** Assist the Partnerships Lead in preparing reports, summaries, and presentations for funders, boards, and partners.
- **Quality Assurance:** Contribute to the maintenance of partnership quality standards through accurate record keeping and adherence to agreed processes.

### **Relationship and Stakeholder Support**

- **Point of Contact:** Act as a first point of contact for general partnership queries and communications.
- **Partner Liaison:** Support positive and professional communication between WGN and consortium partners.
- **Collaboration:** Work collaboratively with internal teams, including Operations, Communications, and Monitoring & Evaluation, to support partnership delivery.
- **Professional Conduct:** Represent WGN and its partnerships in a professional, values-led and survivor-centred manner

### **General**

- **Values and Best Practices:** Actively contribute to WGN's values, principles, and ethos, working within intersectional feminist protocols and the HER Model for survivors of gender-based violence. Strive to meet and exceed quality standards to maintain WGN's positive reputation.
- **Policy and Good Practice:** Stay informed about and participate in the development of local policy and good practices for working with women and girls who have experienced gender-based violence. Promote the aims and objectives of WGN.
- **Health, Safety, and Compliance:** Adhere to WGN policies, procedures, and protocols to ensure the health, safety, and wellbeing of clients, colleagues, and partners. Ensure compliance with all relevant legislation, including Data Protection, the Equality Act, and Health & Safety requirements, safeguarding the confidentiality and safety of all service users and stakeholders.
- **Collaboration and Development:** Actively contribute to partnership and WGN-wide meetings, sharing knowledge and expertise to strengthen collective practice. Engage fully with professional development, reflective practice, and training opportunities. Work flexibly, including occasional evenings, in line with service needs.

- **Professional Conduct and Additional Duties:** Uphold the highest standards of professional conduct, avoiding actions that could cast WGN or its activities into disrepute. Undertake duties appropriate to the role that are necessary for the delivery of high-quality partnership work and the effective functioning of WGN.

Please note that this list is indicative of the key responsibilities, duties, and areas of responsibility for this role but is by no means exhaustive. WGN is a solution-focused organisation and a 'can do' attitude and flexibility to take on other related tasks is essential.

#### **Variation Clause**

WGN reserves the right, following full and reasonable consultation with the member of staff concerned, to vary, add or alter the terms and conditions of employment.

#### **Flexibility Clause**

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically outlined above and / or outside of specified working hours. Overtime will not be paid, TOIL will be accrued for hours worked and staff will be supported to take that time.

#### **Exemption**

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1

**Partnerships Administrator – Person Specification**

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**Knowledge & Experience**

1. Experience providing administrative and coordination support within a partnership, project or service context.
2. Experience taking accurate minutes and preparing professional correspondence.
3. Knowledge of partnership working, collaborative projects, or multi-agency settings.
4. Experience drafting and designing newsletters, bulletins or information updates.
5. Understanding of monitoring, evaluation and reporting processes.
6. Experience using collaborative digital platforms (SharePoint, Teams, Canva, Mailchimp, etc.).
7. Strong IT literacy (Outlook, Word, Excel, databases).
8. Awareness of intersectional feminist principles and issues affecting women and girls affected by gender-based violence (desirable)..

**Skills & Abilities**

1. Excellent minute-taking and note-writing skills, with precision, accuracy and clarity.
2. Strong written and verbal communication skills, including the ability to produce professional correspondence and meeting summaries.
3. Excellent organisational and time-management skills with the ability to prioritise and meet multiple deadlines.
4. High attention to detail and ability to ensure consistency and accuracy across materials.
5. Ability to design and format documents, newsletters and reports using Word, PowerPoint, or Canva.
6. Proficiency in Microsoft Office (Word, Excel, Outlook, Teams) and collaborative file systems.
7. Ability to work collaboratively and respectfully with colleagues and partners from diverse backgrounds.
8. Ability to maintain confidentiality, professionalism, and composure in a busy partnership environment

**Attitude**

1. Commitment to feminist, trauma-informed, and intersectional approaches.
2. Strong commitment to equity, diversity, and inclusion in partnerships and services.
3. Ability and aspiration to work within an intersectional feminist framework.
4. Commitment to actively challenge discrimination and oppression and work within the values, ethos and mission and policies of WGN.
5. A commitment to own wellbeing and self-care.
6. Flexible approach to work, including willingness to work out of hours, as and when required by the role.
7. Willingness to travel across London and sometimes around England, when required.