



ROLE SUMMARY AND PERSON SPECIFICATION

Role Title: Programme and Partnerships Manager

Reports to: Chief Executive Officer

Responsible for: Volunteers where required.

Location: Home based with regular travel to meetings, activities and co-working spaces initially in Dorset, but with plans for growth across the South-West and UK.

Job Purpose	To develop and expand a dynamic programme of positive and progressive activities for those living with brain injury and their families/carers to support them with their rehabilitation and recovery, by collaborating with key organisations and stakeholders across the South-West. This will include building a network of supportive partners to plan, co-ordinate and ensure the safe delivery of regular activities to support our beneficiaries to start their recovery journey. This will include several annual events to bring beneficiaries, their families/carers and volunteers together from across the country to celebrate their achievements and be part of developing future programmes of activity and events. Volunteers from our veteran community will support the delivery of the programmes, working alongside the Programme and Partnerships Manager and supported by our Volunteer Coordinator.
Main Responsibilities	Partnerships: • Identify, cultivate, and maintain strong relationships with potential delivery partners, beneficiaries and stakeholders initially in the South-West, to broaden our programme of delivery to beneficiaries living with brain injury, their families and carers. • Develop tailored partnership proposals, demonstrating clear value and impact for both the charity and partners. • Manage existing partnerships, and work with existing beneficiaries to co-produce a needs-led range of activities to support rehabilitation and build the BOWRA community to include peer support for families and carers. • Represent the charity at events, networks, and meetings to build profile and opportunities. Programme Development & Delivery: • Work with the BOWRA team to understand the needs of beneficiaries living with brain injury. • Conceptualise, plan, and implement diverse programmes (workshops, events, activities, support services) aligned with strategic goals.



	• Oversee project timelines, budgets, resources, and delivery, ensuring efficiency and quality. • Recruit and manage a team of appropriately trained and supported volunteers to support the delivery of programmes, working alongside our Volunteer Coordinator who will manage the onboarding and training of all new volunteers. • Coordinate internal teams and external stakeholders to ensure seamless programme execution. • Manage programme evaluation, impact measurement, and reporting to demonstrate effectiveness to funders and partners. Fundraising & Income Generation: • Support grant applications and develop fundraising materials (proposals, reports). • Identify and pursue new income streams through partnerships, sponsorships, and events. Strategy & Reporting: • Contribute to the charity's overall development strategy, identifying new opportunities for growth. • Documentation management – manage all the associated documentation in line with the existing Foundation document management process.
Essential Qualifications, Knowledge, Skills & Experience required:	• Proven experience in partnership development. • Strong relationship and influencing building skills. • Demonstrable success in managing third sector stakeholder relationships. • Excellent written and verbal communication skills. • Understanding and experience of information governance, data protection and confidentiality • Strong organisational and project management skills with ability to manage multiple priorities. • Motivated by impact and organisational mission
Desirable Qualifications, Knowledge, Skills & Experience required:	• Experience of supporting the development and implementation of processes and procedures. • Ability to provide data-driven performance analysis and creativity to make recommendations to improve processes or enhance plans. • Creative thinker, happy to challenge the 'norm' and enjoys looking for and sharing ways to improve. • Charitable/3rd sector experience. • Knowledge of the Armed Forces Community



**Key
Behaviours:**

- A self-starter, with the ability to build rapport quickly, be patient and to understand needs and expectations of BOWRA beneficiaries, veterans and stakeholders.
- Conducts oneself in a confident, polite, empathetic, positive, professional, and friendly manner.
- Displays the highest levels of integrity, commitment and best practice, whilst complying with BOWRA Foundation policies and procedures.
- Responds quickly to changing demands, is well-organised and demonstrate strong skills in prioritisation and time management.
- Good networker, curious and willing to consider all perspectives.
- Analyses information quickly and communicate in a concise and articulate manner.
- Self-motivated with the ability to lead and drive work forward with minimal direction.
- Able to work as part of a team, as a flexible and understanding team player.
- Understands the need for a flexible approach to working and hours to support the needs of the Foundation, including the need to attend, events, meetings, functions and similar outside of regular working hours, either in person or virtually.