

Job Title:	Senior Partnerships Co-ordinator
Reports to:	National Partnerships Manager
Location:	Shaw House, Oxford/Flexible Working
Hours:	35 Hours per Week
Salary:	£35,000 – 18-month Fixed Term Contract

Key Purpose:

This role encompasses the day-to-day running of RABI's mental health training programme. To include liaising with individuals and organisations seeking training; working with RABI's specialist training providers; budgeting and invoicing, monitoring and evaluating the service.

In addition, the role will seek to explore possibilities for the development of the service, including working with external organisations across the sector to upskill and empower their staff.

The role involves cross departmental working, particularly with the Fundraising, Volunteering and Finance departments to ensure both the smooth running of the service, but also the development of it to ensure it reaches its full potential.

Implementing relevant procedures and processes, revising and facilitating continuous improvement will be key to the success of the role, with a focus on gaining impact reporting and integrating the service into the CRM.

Building and maintaining successful working relationships both internally and externally and ensuring the highest standards of service delivery are essential to the role.

Key Responsibilities:

- Identify and develop opportunities to engage with prospective strategic corporate partners around mental health training.
- Lead the management and delivery of RABI's mental health training from initial contact through to booking, invoicing and feedback.
- Manage the budgets related to delivery of the mental health training service.
- Work with other RABI departments to ensure promotion of RABI's mental health training and maximise the opportunities it provides.
- Work with existing and prospective trainees to maximise benefits for both parties, identifying the training and ensuring training is kept up to date.
- Act as a first point of contact for strategic partners interested in mental health training.
- Provide subject matter expertise and advice to support the Senior Management Team in developing strategic priorities and projections.
- To support with the completion of collaborative working proposals and pitches that involve mental health training.
- To attend, contribute and chair where appropriate, meetings, briefings and reviews with existing and potential partner organisations.
- To provide reporting as required, related to the mental health training service.
- Act as a conduit to introduce partner organisations to other RABI teams as appropriate.
- Supporting on the development of partnership agreements, Memorandum of Understanding and other written documents as required.

- Act as a representative of RABI at events.
- Working with RABI colleagues to collect and track data on the effectiveness of the mental health training, and impact reporting.
- Work to develop RABI's mental health training service to maximise its impact and effectiveness across the wider farming community.
- To integrate the mental health training service from booking through to invoicing and reporting, with the CRM system, to ensure all data is captured, relationships managed and reporting provided.
- Be an ambassador for Partnerships internally within RABI and with external organisations.
- Demonstrate commitment to Safeguarding, Equality and Diversity and Health and Safety promoting a safe and inclusive environment.
- Undertake any other responsibilities commensurate with the post which management representatives may require.

This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at RABI.

Person Specification:

Essential

- Experience of developing excellent relationships with high level corporate organisations.
- Ability to represent RABI and lead meetings with large audiences and partner-based events.
- Significant knowledge and experience of working collaboratively with organisations and stakeholders at all levels.
- Advanced research skills and proven record of environment scanning success.
- Excellent communication skills and ability to understand and translate complex information to a variety of audiences.
- Negotiation and influencing skills and the ability to work with people at all levels with tact and diplomacy.
- Experience of developing and delivering presentations and pitches.
- Excellent organisation skills and the ability to manage own workload and priorities.
- High computer literacy skills including the use of Microsoft Office programmes, databases and CRM systems.
- Ability to travel throughout England and Wales and work unsocial hours on occasion.
- Affinity with the goals and objectives of RABI.
- Project Management experience, including monitoring & evaluation.
- Flexible, resilient and solution focussed working with sensitivity, integrity and without prejudice.
- A full UK driving licence.

Desirable

- Training background
- Farming background or knowledge of the farming community environment.

RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.