

JOB DESCRIPTION

JOB DETAILS

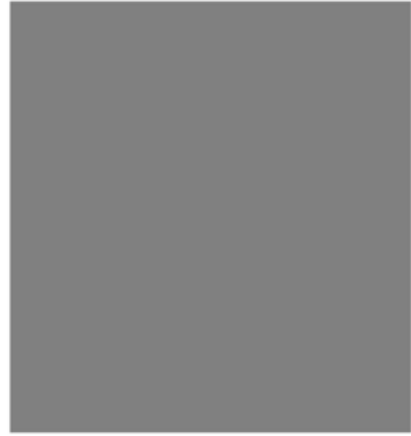
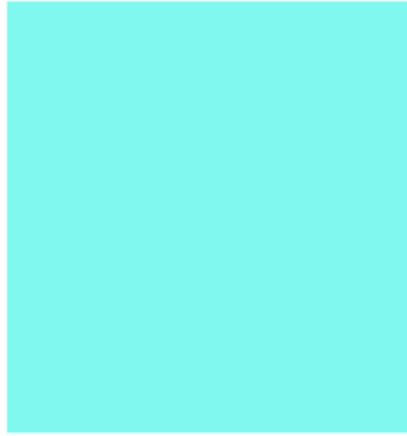
Job Title	Strategic Partnerships Coordinator
Team	Strategic Partnerships
Grade	5
Reports to	Senior Strategic Partnerships Manager

IN A NUTSHELL

The purpose of the role is to support the Strategic Partnerships Team in achieving its income generation targets. You will provide coordination and administrative support to the team including coordinating meetings, maintaining Strategic Partnerships databases, market research and overall Strategic Partnerships activity.

CONTEXT

- This is a permanent, key role in an income-generating team, supporting the Strategic Partnerships team and the wider RSA.
- The Strategic Partnerships Team works in a highly collaborative way with numerous colleagues across the organisation and with external partners on programme and project development.
- The role reports to the Senior Strategic Partnerships Manager.
- The role is generally fast-paced and involves multi-tasking across a breadth of skills and activities, working to both longer-term and immediate deadlines.

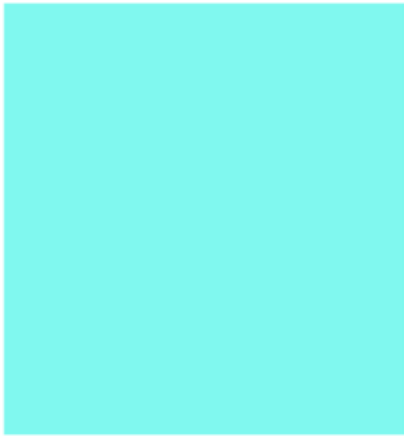


SCOPE

- Key internal contacts: All teams across the RSA.
- Key external contacts: funders, partners and other high-profile stakeholders including policymakers, academics and politicians.

MAIN RESPONSIBILITIES

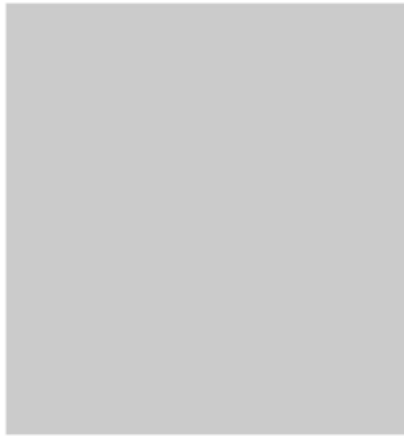
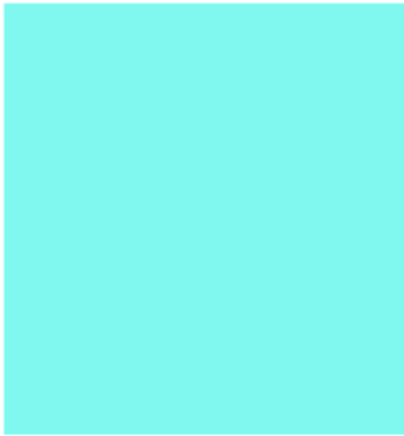
1. Support the Strategic Partnerships team with identifying new business opportunities through mapping and market research.
2. Prepare briefings and help to support preparation of collateral for meetings with key targets.
3. Coordinate meetings across the Strategic Partnerships team, ensuring relevant intervention leads and directors are included.
4. Support with meeting notetaking, follow up of meetings, and ensuring meetings are scheduled and attended.
5. Track, store and produce standard text and materials for pitches, ensuring consistency and quality.
6. Maintenance of Strategic Partnerships database, systems and processes, assisting with enquiries across the team.
7. Maintenance of Strategic Partnerships files and folders, assisting with enquiries across the team.
8. Monitor and report on effectiveness of Strategic Partnerships activity.
9. Support the team with partnership account management through consistent engagement with key accounts and the co-ordination of internal activities to meet partnership commitments.
10. Support with project development and the team's data entry and reporting cycles, with input from the wider team (funding figures, pipeline ratios, % to targets).



11. Logistical planning and arrangements for internal and external stakeholder meetings and workshops, events, and project launches. For example, coordinating internal and external venue booking; organising travel; maintaining and compiling attendance lists and campaigns on Salesforce; sending out invitations.
12. Other administrative functions as required range of ad hoc tasks.

PERSON SPECIFICATION

Essential qualifications	<ul style="list-style-type: none">• Educated to recognised A-level qualification or higher or with equivalent experience.
Essential knowledge	<ul style="list-style-type: none">• Strong knowledge of MS Office applications and strong IT skills in general, and, in particular; exceptional expertise to manipulate data, produce reports and ability to troubleshoot in Excel.• Knowledge of understanding and manipulating complex data sets.
Essential experience	<ul style="list-style-type: none">• Experience of working with complex data sets using Excel and financial or project management systems.• Experience of MS Office applications and strong IT skills in general.• Experience of working with a small team as well as in cross-organisational teams.• Experience of working with senior stakeholders.• Experience of working in a complex and multi-tasking role managing a variety of administrative, logistical and project management tasks simultaneously and to a high standard.• Experience of event and meeting organisation and administration.
Essential skills and abilities	<ul style="list-style-type: none">• High level of accuracy and a meticulous eye for detail with both content and data.• Confident working with manipulating and analysing data.• Proficient in using CRM software and other strategic partnerships tools (e.g., Salesforce).• Ability to work flexibly and build good relationships across different teams.• Strong organisational skills and attention to detail, capable of managing multiple tasks simultaneously.• Ability to prioritise and work on own initiative to deadlines within reasonable boundaries and across teams, and with conflicting demands.



	<ul style="list-style-type: none">• Great and people skills, with an ability to build relationships and converse with senior-level stakeholders.• Clear and concise communication skills both written and oral; ability to communicate effectively with people at all levels, both internally and externally.• Ability to learn new tasks and processes quickly.• Good presentation skills with different stakeholders.• Effective time management skills.• Strong problem-solving skills.
Essential behaviours or qualities	<ul style="list-style-type: none">• Able to multi-task to competing deadlines while remaining calm and unflappable.• Confident and calm approach to all aspects of the work and the ability to work flexibly within a busy team.• Content to work in a highly varied role.• Content to have long stretches of working independently interspersed with periods of working intensely in teams.• Commitment to the RSA's mission, values and core expectations.• Responsible for ensuring the RSA upholds its commitments to Diversity Equity and Inclusion.
Desirable	<ul style="list-style-type: none">• N/A

This job description is intended to be forward thinking and indicative rather than final and exhaustive. The listed responsibilities and key duties and tasks may develop and evolve over time. The RSA endeavours to keep substantial changes to a minimum and to promptly update this job description to take account of such developments.