



Partnerships Manager

Job Description

Join our team as a Partnerships Manager, helping us to support teachers, champion great teaching and raise the status of the profession by helping us continue to grow our membership and retain existing members. In this exciting and varied role, you will identify and maximise opportunities to attract and retain members at all levels of the teaching profession.

Full details of the role are set out below but you can listen to a brief audio description of the role [here](#).

Job Title	Partnerships Manager
Reports To	Associate Director: Partnerships
Salary	£34,000-£37,000 per annum dependent on experience
Contract	Permanent, full-time
Hours	A full working week is 35 hours and we offer flexible working options
Benefits	Flexible working, generous annual leave, 8.5% employer pension contribution, Paycare, individual and team professional development/learning budget. A full list of our benefits can be found here .
Based	Office based, with hybrid-working options - we encourage staff to work from the office (London WC1N) once per week. Travel frequently across the UK as required.
Start date	From January 2025, flexible start date for the right candidate
Deadline and interview	Applications will close on 6th December 2024. Interviews will be scheduled for w/c 2nd Dec and w/c 9th Dec but we will be reviewing applications on a rolling basis so we will interview as soon as a suitable candidate is identified. Interviews will consist of a task and competency-based interview.
Application	Please apply here by uploading your CV and cover letter. Please use the guidance when writing your cover letter. We encourage you to apply promptly as we will be reviewing applications as they are received and may complete the process earlier than expected if an excellent candidate is identified at an early stage.

The Organisation

The [Chartered College of Teaching](#) is a charity and the professional body for teachers. We are working to empower a knowledgeable and respected teaching profession through membership and accreditation.

We are dedicated to bridging the gap between practice and research and equipping teachers from the moment they enter the classroom with the knowledge and confidence to make the best decisions for their pupils.

We are a growing and multi-skilled team of 30 people, supported by a Board with a significant track record of experience in a range of fields. Our business plan focuses on growing membership and Chartered Status and providing meaningful professional learning opportunities for the teaching profession.

The Opportunity

The Partnerships Manager will support the team in delivering ambitious membership growth targets for the College. Working closely with the Associate Director: Partnerships, the Partnerships Manager will take responsibility for:

- Developing and delivering presentations to drive Chartered College membership, ensuring that trainee teachers, teachers and school leaders are aware of and join the College, including at conferences and sector events.
- Developing new partnerships to support scalable income generation for group memberships, Chartered programmes, accreditation and projects, and introducing bespoke opportunities for customers and stakeholders.
- Supporting existing partnerships and, through those relationships, identifying wider sector challenges for the College to address. This will include working closely with the Associate Director for Professional Learning, Marketing and Communications Manager and Head of Content.

Membership sales	Most of your time you will be working towards achievement of objectives (including sales and account management and supporting overall membership numbers) and income targets for the full range of products and services including group membership, Chartered programmes, accreditations and projects offered by the College. You will build and maintain a sales pipeline to report to the Associate Director: Partnerships.
Membership engagement	You will spend some of your time managing and implementing workshops, webinars and activities for groups of trainee teachers, teachers and leaders to drive membership engagement, upgrade, renewal and recruitment. This will require regular travel throughout the UK. You will also liaise with training providers, universities and appropriate bodies to support student recruitment and upgrade to ECT membership.
Account Management	<p>You will spend some of your time:</p> <ul style="list-style-type: none"> • Maintaining excellent account management and first-rate customer service with both existing and new partners and customers. • Working closely with Members, Fellows and supporters of the College to build and maintain relationships and expand potential partnership opportunities. • Maintaining records in the College’s CRM system (Salesforce), and ensuring colleagues are informed of customers’ status and opportunities. • With the Associate Director: Partnerships and Membership Manager, managing processes and implementing activities.
Other	<p>Alongside your main areas of work, you will:</p> <ul style="list-style-type: none"> • Continue to engage in your own professional development. • Arranging and participating in meetings, and other activities as required. • Attending and participating in CPD learning activities and training to maintain and develop your knowledge and skills. • Performing other activities as and when required in order to support the wider team achieve our membership targets.

About You

You do not need to have expertise in absolutely all areas, let us decide! We are committed to creating a diverse and inclusive environment and encourage you to apply. We're looking for someone who is motivated by our mission and truly passionate about membership growth and supporting teachers. Systems you would be using include Zoom, Excel and Salesforce.

Essential knowledge and experience

- You will have experience in a sales or business development role
- Educated to degree level, or equivalent work experience that demonstrates equivalent ability to analyse information and data
- Experience of building sustained relationships and managing transactions with external organisations.
- Experience of planning and executing recruitment campaigns or initiatives
- Understanding of the British education system, and the key challenges teachers and school leaders are facing

Desirable knowledge and experience

- Experience of membership or subscription sales
- Knowledge of GDPR and how it relates to the storage, retention and use of personal data
- Background in the education sector and/or teaching

Why Us?

As an organisation we care deeply about creating a working environment that supports our people to grow personally and professionally. These are reflected in our [organisational values](#) which outline the distinctive working culture we are looking to create. In particular, these values are reflected in our commitment to:

- Flexible working: responsive management, flexible hours, hybrid or fully remote working
- Professional development, including formal and informal training and support
- Transparency and ownership: we have an open culture that ensures all staff guide our strategic direction
- Mental health and wellbeing: access to health and wellbeing advice and health cash plan.

Diversity and inclusion at the Chartered College

As a growing organisation we are committed to:

- Becoming increasingly representative of the sector and geographies that we operate in
- Providing a positive experience of work as part of an inclusive culture led by our organisational values
- Maintaining an annual EDI action plan - led by the internal team.

What to expect from the recruitment process

- All applications are anonymised until the point of interview
- Line Managers trained in recognising bias
- We implement a standardised interview template and competencies matrix for a fair and transparent process
- All interviews are conducted via Zoom and the use of camera is optional.

If you require any adjustments in order to proceed with an application please make a request to recruitment@chartered.college.

For more information about joining the Chartered College, please watch this short [video](#) from Dame Alison Peacock (CEO).

Your Personal Data

As part of the recruitment process, the Chartered College of Teaching collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Pre-employment checks

All conditional offers of employment are subject to:

- Two satisfactory references
- Proof of qualifications
- Eligibility to work in the UK.

We are an employer committed to the safeguarding of children and young people.