



Making Education a Priority

Community Business Manager

Job Description

Role Profile

We are looking for an experienced and dynamic third sector leader who is passionate about securing great outcomes for children and young people supporting the supplementary school and community education sector in Manchester, focused on supporting our membership offer, income generation and network support across the city and building strong and strategic partnerships locally and regionally.

Main tasks and responsibilities

- Work with the MEaP Board to sustain and grow strong strategic partnerships across Manchester which will deliver outcomes for children and young people
- Develop and oversee agreements for provision of services to support consortium partners to consistently deliver to a high standard, meet all safeguarding requirements and make a meaningful contribution to educational objectives;
- Establish relationships with partners and funders in order to develop quality assurance systems, promote success and disseminate learning;
- Work with colleagues to ensure that there are effective systems in place at a project and programme level to gather information and intelligence that inform plans;
- Prepare accurate reports and briefings as required for MEaP, consortium partners and others as needed and proactively engage with funders and stakeholders
- Support the Board of Directors to manage relationships with statutory, business and charitable sector funders, locally and regionally, providing information and updates on activity and producing board reports;
- Provide line management support to colleagues in the team

Community/Enterprise Leadership

- Provide corporate/enterprise leadership to Making Education a Priority (MEaP)
- Model the organisation's vision and values in leading the organisation
- Provide purposeful, credible and developmental leadership to our team
- Contribute to the development of the organisation's medium and long-term vision and strategy

- Work collaboratively with and contribute critical analysis to Board discussions
- Ensure consistency of communication and process across the organisation by working closely with project workers, Directors and consortium partner organisations

Lead Programmes Strategy:

- Lead the continued development of a programmes strategy to grow our reach, diversify our programmes and increase our impact with the local community members
- Ensure that all programme/service outcome and output targets are met.
- Lead on new programme/service development and design using the available evidence and working with our community members, Supplementary school sector
- Lead on change management to develop a sustainable model
- Support the development of clear, deliverable operational plans and budgets
- Ensure our community's needs and views are embedded across our operations, strategy and communications

Lead Fundraising Development:

- Work with the Board of Directors to ensure that organisational fundraising income targets are delivered
- Identify and develop new prospects for traded income and contracts for the organisation
- Lead the development and delivery of a fundraising strategy to achieve the income needs of MEaP by growing our income overall and unrestricted income specifically
- Work closely with the Board of Directors to ensure that our fundraising and finance strategies align with and support each other
- Work closely with the Board to diversify our income sources, identifying areas with likely strong ROI, strengthening our successful Trust and Foundations fundraising and growing corporate opportunities
- Work with the Board to further develop our stewardship planning and community relationship management
- Develop individual tender/funding proposals as required

Corporate/Business Responsibilities:

- Manage performance within the agreed annual planning and budgeting framework
- Actively promote MEaP's policy and procedures to value and respect diversity and inclusion in all aspects of their duties and working relationships
- Ensure MEaP and partner's staff with suitable skills and experience, who can demonstrate MEaP's values, are recruited and inducted to the team
- Ensure partnership is developed, supported, appraised and managed in line with our values and standards of line management and leadership
- Take an active approach to your own ongoing professional development

Personal Specification

Qualifications, skills and experience

- Applicants need not necessarily be graduates, but should have professional qualifications suitable for the development and training of partnerships and fundraising.
- The successful candidate should have at least three years' work experience in the field of managing partnerships.
- Experience and strong track record of developing and leading programmes strategy
- Strong track record of delivery management to achieve outcome and output targets
- Experience of developing fundraising strategy
- Experience of leading a fundraising function/ and/or significant experience of fund-raising
- Demonstrable track record of developing partnerships and securing significant funds
- Experience of developing and overseeing operational plans
- Significant experience of leading teams
- Strong experience of budget management

Attributes and Behaviours

- Collaborative and invests in working with Board colleagues and Partners
- Highly motivated to achieve
- Great relationship building skills
- Excellent communication skills – written and verbal
- Ability to create a vision for the team of how our activities will make a difference for communities
- Ability to develop and coach direct reports to become the best they can be
- Organised and attentive to detail
- Ability to work in a changing and developing organisation

Contract Type: Fixed Term Freelance

Contract Term: Up to 3 years

Remuneration: To be agreed according to experience (£20-£25 per hour)

Hours of work: 16 hours - 20 hours; Flexible working

Details

- The post holder works remotely and from partner office locations across Manchester
- Flexible Working hours – Monday to Friday, with some weekend or late finish working
- The post will be for an initial period of three-year, fixed term Freelance contract

DBS clearance will be required

- Any contract offer will be subject to confirmation after satisfactory references.