



TWO RIDINGS COMMUNITY FOUNDATION PARTNERSHIPS MANAGER JOB DESCRIPTION

- Job Title:** Partnerships Manager – HEY Confident Futures Programme
- Reporting to:** Chief Executive
- Responsible for:**
- Salary:** £30,000 pro rata funded for three years to March 2022
- Hours of work:** 28 hours per week, typically 4 days across Monday to Friday between the hours of 9 am to 5 pm. There will be some need to work outside normal office hours (early evenings, for instance) and time off in lieu will be given where excessive out of hours working is required. A mileage allowance of 40p a mile is offered.
- Contract Term:** The post is subject to a three-month probationary period. Annual leave of 25 days (pro rata for part time staff) plus statutory holidays.
- Place of Work:** Hull – either home based or at an office location to be confirmed (post holder will be expected to attend regular team meetings at main office in York)
- Equal Opps** We select candidates for interview and the appointee in line with our equal opportunities policy. Our offices are fully accessible for disabled people.

DESCRIPTION OF THE CONFIDENT FUTURES PROGRAMME

This Programme, funded to March 2022 by Rank Foundation, The National Lottery Community Fund and others, aims to support the development of a collaborative, confident cohort of leaders within the social and cultural sector in Hull.

It originated from the longstanding work of Rank Foundation in Hull (especially the development of the Hull Community Development Network & Hull Activity Grants) and the HEY100 leadership programme in Hull in 2018.

The programme supports leaders in the voluntary and cultural sector to be well connected, collaborative, generous leaders and act as advocates for this approach within their own organisations, the wider social and cultural sector and beyond.

The Partnerships Manager will lead this programme of activity with the support of administrative resources (2 days per week) and the rest of the Two Ridings Team.

MAIN DUTIES AND RESPONSIBILITIES

1. **To lead the networking and convening activity in Hull** – developing the networks and shared learning from the Hull Community Development Network and ensuring that groups are well networked into other, strategic linkages in Hull and East Riding of Yorkshire. This will include:
 - Ensuring that there is a positive programme of quarterly meetings of the Hull Community Development Network (HCDN);
 - Ensuring that the membership of the HCDN is supported both collectively and individually to contribute to the success of the network;
 - Understanding the other networks and key relationships in Hull so that the members of the HCDN can access such opportunities or feel that their voice is appropriately represented;
 - Developing a programme of activity and learning to support the membership of the HCDN; and
 - Regularly visit members of the network at their place of work and attend regular network events.

2. **To lead the successor to the HEY100 leadership programme in Hull & East Yorkshire** to build confidence and skills in the sector through the development of a leadership hub. This draws on the success of the HEY100 programme in 2018 but using resources to mainstream the best elements of the HEY100 programme alongside other local leadership resources (Clare Social Leadership, Hull College SME training, others provision e.g. Hull CVS volunteering training, HEY Smile Trustee Academy). This will include:
 - Working with the HEY100 local steering group to develop a programme of leadership training and resources for VCSE and Cultural Sector leaders in Hull & East Riding of Yorkshire;
 - Manage the programme of commissioning leadership and training, including securing providers as well as promoting and recruitment to the programme, events and ongoing support to participants;
 - Develop a leadership hub resource which does not replicate other leadership resources but effectively and transparently ensures wide access to leadership resources provided by others;
 - Support and nurture the HEY100 cohort of participants (past and present);
 - Act as a champion and key point of contact within the sectors to recruit and support participants on their leadership journey;
 - Act as lead officer for the local steering group;

- Act as main point of contact for key stakeholders in the programme including delivery partners like Clore Social Leadership and funders; and
 - Work with all partners to ensure the accurate capture, monitoring and reporting of impact and KPI data for our work in line with funder reporting requirements.
3. To manage the related resources associated with the programme to enable all of this to happen and to facilitate change. This will include:
- Build and maintain virtual networks, including making use of existing partner databases as well as maintaining newsletter mailing lists, social media connections and contact databases;
 - Hull Activity Grants programme – working with the Two Ridings Programmes team to ensure that this grants programme continues to be a beneficial source of funding for groups in Hull. The Partnerships Manager will ensure that there is a local Hull based grants panel for this programme and that the programme is well promoted across the city;
 - Ensuring that groups and individuals participating benefit from access to good data sources like Local insights, and networking tools like RankNet; and
 - Establishing opportunities to access and learn about these resources via online, newsletters and funding workshops on a regular basis.
4. To share best practice from this programme locally, regionally and nationally, including:
- The HEY Confident Futures programme is a positive and innovative programme that builds on good practice and it is important that the post holder is able to promote the programme and bring in others' learning to enhance the programme.
5. Contribute as a member of the management team to the development and success of Two Ridings Community Foundation, including:
- Work with the members of the management team to achieve Two Riding's vision;
 - Represent Two Ridings CF as required at external events and forums;
 - Act in accordance with the policies and procedures of the organisation;
 - Deputise for the Chief Executive as appropriate; and
 - Undertake any other reasonable responsibilities as directed by the Chief Executive

Person specification – Partnerships Manager Two Ridings Community Foundation

Person Specifications	Essential	Desirable
A confident networker with a strong appreciation of the values and ethos of the social and cultural sector	@	
With strong working experience of Hull and environs	@	
Experience of leadership development – either as a beneficiary of such development or as a deliverer	@	
Excellent written and oral communications and presentation skills.	@	
Experience of grant making processes – either as a grant maker or as an applicant.		@
The ability to process information accurately with a good attention to detail, provide succinct reports and work to deadlines.	@	
Confident user of social media and/or website.	@	
A flexible attitude and can-do approach to work.	@	
A good understanding of budgeting, financial accountability and financial reporting. General numeracy.	@	
Good team working skills, including active participation in team meetings, support and training of colleagues.	@	
The ability to work on a largely self-servicing basis.	@	
A commitment to equal opportunities and some evidence of experience of implementation.	@	
Ability to make consistent decisions and being able to evidence reasoning behind decisions if challenged	@	
Ability to think creatively, have a positive outlook on work and find ways to improve systems and functions.	@	

Recruitment and selection process

Please apply with a CV and a covering letter outlining how you meet the person specification.

Deadline for applications Monday 12th August at 9am

Interviews 28th August in Hull