**Job Description**

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| **Position Details:** | |
| **Title:** | Director of Partnerships |
| **Department:** | CLT – Skills & Partnerships |
| **Fraction:** | 1 FTE |
| **Status:** | Permanent |
| **Grade:** | £64,325-£73,311 |
| **Child/Vulnerable Adult Contact:** | Yes |
| **Reporting / Department Details:** | |
| **Responsible to:** | Executive Director: Innovation, Strategy & Growth |
| **Responsible for:**  **Work closely with:** | Adult Distance Learning Manager  Head of Apprenticeships  Partnerships Team  Executive Director  Chief Executive & Principal  Curriculum VPs and Heads of School  Director of Marketing & Admissions |
| **Job Purpose:** | |
| The post-holder will be responsible for leading the Skills & Partnerships directorate, to support the delivery and growth of the college’s curriculum offer.  The post-holder will work closely with the Executive Director to deliver college strategies for innovation and growth, to ensure the college meets local, regional and national skills needs.  The role will be instrumental in maintaining and increasing the college’s external partnership activities, through effective account management, business support and lead conversion.  They will be responsible for identifying and responding to bidding opportunities, working with college managers and external partners as appropriate.  The post-holder will line manage the Adult Distance Learning and Apprenticeship teams, ensuring that provision is effectively planned, monitored, compliant and delivers quality outcomes.  This is a dynamic and pro-active role for someone with a proven track record of effective employer engagement in the education sector. | |

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| **Main Duties and Tasks:** | | |
| Business Partnerships   * Work closely with the Executive Director to develop key employer relationships and bring in new business opportunities. * Work with a network of external stakeholders to enhance the reputation of the college, representing Nescot at key external business forums and membership events. * Organise and lead Nescot events and conferences related to employer engagement, working closely with the Marketing team and wider college staff. * Identify and respond to bidding opportunities, working with the appropriate college managers and external partners as required. * Lead the sales function of the Business Partnerships team and the generation of day-to-day sales leads and work experience opportunities, pitching products and / or services to partners and new clients. * Set and monitor realistic but ambitious sales targets, implementing strategies to maximise income generation and productivity. * Manage the collection and reporting of economic, market and sector feedback to support strategic and operational decision-making. * Provide regular KPI reporting and analysis on sales performance, work experience and other partnership engagement to the Exec Director, CLT, or as required.   Adult Distance Learning & Apprenticeships   * Lead the Adult Distance Learning team to ensure the Adult Distance Learning course file is effectively planned and delivered. * Promote and market Adult Distance Learning programmes as part of the wider partnership strategy, identifying innovative ways to utilise ASF funds to deliver on-line programmes to employers. * Ensure the Adult Distance Learning team meets it’s agreed KPIs, and be responsible for the Adult Distance Learning self-assessment report (SAR). * Work with the Head of Apprenticeships and Heads of School to ensure Apprenticeship recruitment targets are achieved and vacancies are filled. * Provide timely and robust KPI reports to CLT and ELT on Apprenticeship performance, including pipeline, new starts, on-roll, compliance, forecast achievement and actual achievement. * Be the operational lead for Apprenticeship and Adult matrix meetings. | | |
| **Personal Development:** | |
| * Participates in, and co-operates with own Performance Review Interview to ensure that job-related targets are met and on-going staff development in line with Nescot’s aims. * Carries out the Annual Performance Review Interview for those staff who report to the post, to ensure their continuing staff development * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. | |
| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot’s Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |
| **Safeguarding and PREVENT Responsibilities:** | |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | |
| **Additional Duties:** | |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. | |

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| **Health and Safety:** | | | | | | | |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * Copies of Nescot Enterprises Health & Safety Policy are available on SharePoint * To take responsibility for the management of health and safety within the areas managed in accordance with NEL Health and Safety Policy and the Management of Health and Safety at Work Regulations 1999 (or any superseding legislation). To work proactively with the College Health and Safety Officer to ensure a safe working environment for students and staff. Managers have a responsibility to ensure that industry/faculty specific health and safety advancements and procedures and implemented and adhered to by all users.  |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | | | | | | | | |
| **Annual Leave and Hours of Work:** | | | | | | | |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: Executive Director: Innovation, Strategy & Growth Date: May 2025  UPDATED BY: HR Date: May 2025  PLEASE CONTINUE FOR PERSON SPECIFICATION | | | | | | | |
| **Person Specification – Director of Partnerships** | | | | | | | |
|  | **Essential** | | | **How Identified\*** | **Desirable** | | **How Identified\*** |
| **Experience** | Substantial management experience.  Significant experience of account management and managing sales / business development staff.  Knowledge of Apprenticeships and Adult Skills funding.  A proven track record of developing and implementing successful sales strategies that have resulted in increased revenue.  Experience of using systems and data to inform business decisions and direct sales activities.  Successful in leading a team to deliver to organisational targets. | | | A/I  A/I  A/I  A/I  A/I  A/I | Experience of managing in the Further Education  Sector at a high level.  Working knowledge of Further Education and familiarity with government policies related to FE  Successful experience of selling Apprenticeships and / or Adult skills funded provision. | | A/I  A/I  A/I |
| **Skills and Abilities** | Charismatic personality, able to create networks of professional contacts.  Ability to demonstrate out-of-the box thinking, flexibility and responsiveness.  Excellent leadership and team management skills, with the ability to motivate and inspire a team to achieve goals and objectives.  Strong bid writing skills, and the knowledge to source new bidding opportunities.  Strong analytical and problem-solving skills, with the ability to use data to inform decision-making.  Excellent communication and interpersonal skills, with the ability to build relationships with internal and external stakeholders at all levels. | | | A/I  A/I  A/I  A/I/  A/I/W  A/I/T |  | |  |
| **Qualifications** | Level 5 or above in sales or related business field or a minimum of 5 years’ experience in a related role  GCSE English Language at grade A\*-B / 9-6 and GCSE maths at grade A\*-C / 9-4 or equivalent | | | A  A |  | |  |
| **Personal Qualities** | Strong ability to influence and persuade a wide range of peers, junior and senior colleagues.  Methodical approach to work and an eye for detail.  Able to evidence ability to work well within a team.  A commitment to putting learners first.  Flexibility in working hours, to support college events.  A proactive approach to identifying new sales opportunities and a willingness to take calculated risks to achieve sales targets.  Has awareness of equality and diversity and NEL Values which is promoted within your role.  Commitment to continuing professional development.  Commitment to safeguarding, PREVENT and promoting the welfare of learners.  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010. | | | I  I  I  I  A/I  A/I  I  I  I  I  I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |