

Job Description

Location: Central London

Salary: £22,500 – 25,000

Partnership Manager – East

Do you want to make a difference in Education? Manage the volunteering process for skilled individuals? Have the autonomy to manage your own area and meet targets? Join us to ensure schools across the East of England access skilled and committed governors, to help raise their standards and give children the best start in life.

JOB DESCRIPTION

About Governors for Schools

Governors for Schools is an education charity that connects skilled and committed professionals with schools and academies who need governors. We exist to improve education outcomes for England's children, and we know that a vital key to ensuring strong school performance is highly effective governance. By finding, nurturing and supporting a diverse and talented network of governors, we help to drive systematic change in how schools are run. We have placed over 10,000 governors in the last 5 years.

We have excellent relationships with blue chip companies, giving access to highly skilled business people, and we match these skills to those wanted by schools. We also offer high quality e-learning and a series of Business Governor Network events.

Governors for Schools is evolving and growing with the leadership of CEO Louise Cooper, who has a background in business and social enterprise. By developing the services we offer, and expanding our work with corporate supporters, key partners and within local communities, we are supporting schools to achieve excellent governance. It is an exciting time to be part of our organisation and make a real difference in education.

You will be working as part of a team which is responsible for conducting efficient volunteer management and recruitment, business development and partnership building, to help the organisation reach its objectives of placing governors in schools.

Main purpose of job:

- To recruit skilled, committed and engaged school governor volunteers and facilitate their placement into suitable schools within designated areas of responsibility and to ensure the efficient management of all service users.
- To raise awareness of school governance and the services provided by Governors for Schools.
- Note this role is with the National Team.

Relationships

Responsible to: National Team Leader

Works with: Marketing Manager, Business Development Manager and Other Governors for School team members

Location: This position will be based in our Central London office, with travel across the East of England required.

Main tasks of job:

Volunteers

- Support volunteers through the school governor appointment process, from application to placement. This involves communicating with a large volume of volunteers within your area of responsibility.

Schools

- Promote the services of Governors for Schools to schools in agreed areas.
- Provide schools with suitable volunteers, this includes the recruitment of volunteers for specific vacancies.

Local Authorities

- Maintain and develop relationships with Local Authority governor services departments within your areas of responsibility where appropriate, in order to:
 1. Place Governors for Schools volunteers

2. Use LA communication channels to promote the services of Governors for Schools
3. Obtain details of governor vacancies
4. Increase the efficiency of the placement process

CRM database

- Ensure volunteer, school and company records are up-to-date with all recent activity and information.

Marketing

- Promote the services of Governors for Schools
- Coordination and active involvement in recruitment campaigns in the East of England
- Develop innovative and cost effective approaches to volunteer recruitment with National Team Leader and Marketing & Communications Manager.

Account management and Business Development

You can expect that after several months in the role, you will start to be responsible for relationships with our existing business and university partners:

- Be the account manager for up to 10 existing partners, ensuring that we deliver on our responsibilities for these relationships, for example:
 1. frequent communication with partner
 2. presenting to employees on behalf of Governors for Schools
 3. ensuring that we are placing as many employees as possible in schools.

Over time, you may carry out business development, ie developing and nurturing relationships with new local and regional companies, university and other organisations in the East, closely supported by the National Team Leader and Business Development Manager. This involves encourages businesses to adopt volunteering as a school governor within their CSR strategy, and as an approach to developing the professional board-level skills of their staff.

Targets

Successfully completing the above responsibilities will enable the achievement of annual recruitment and placement targets for the East, contributing to meeting the objectives of Governors for Schools as a whole.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by changing demands and the overall business objectives of Governors for Schools.

We will review applicants on an ongoing basis.