

JOB DESCRIPTION

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| Area: | Partnerships | |
| Job Title: | Public Sector Partnerships Manager | |
| Responsible to: | Partnerships Director | Date: December 2019 |
| Responsible for: | Identifying, maintaining and developing partnerships and relationships with businesses, charities and organisations. | |
| Purpose of job: | Support the Partnerships director and team in identifying and developing relationships for fundraising and collaborative activity. | |
| <p><u>Key Accountabilities</u></p> <ul style="list-style-type: none"> • Communicate effectively with Pride volunteers, officers and trustees on progress and resource needs. • To ensure that all work integrates with the strategy set out by the Partnerships Director. • To work closely with public sector partners and communicate with them to keep them up to date on progress and activity and ensure clear, concise and transparent communication at all times. • To ensure all requests, enquiries and communications from current and potential public sector partners are followed up and addressed in a timely manner. • To ensure positive relationships are fostered and maintained with all external agencies as required. • To take responsibility for managing the payment of pledged income and generating new funding opportunities from public sector funders. • To proactively identify and facilitate relationships with public sector funders to support funding bids and generate new opportunities and engaging with funders • You will oversee the production of high-quality progress reports and detailed expenditure budgets that meet all funder requirements. Finally, you will manage all records on public sector funder relationships, including existing grants and current contacts, ensuring that managed information on all funded projects is available when required. • To ensure the Partnerships Director is aware of local strategic opportunities and activities that fall under the umbrella of Partnerships and Fundraising. • To support the development and delivery of processes and spread learning across Pride to facilitate the identification of new opportunities and swift response. • To maintain an active network across all Pride departments and foster a culture of collaboration, transparency, shared learning and continuous improvement. • Direct external media communications to the Press Officer and Communications team • To work collaboratively with fundraising to support an aligned approach to the delivery of Prides priorities. • To ensure adherence to Prides Code of Conduct, policies, protocols and processes, including those for complaints and safeguarding, and to follow direction given by Partnerships Director. • Ensure the delivery of any agreed benefits to partners (e.g. logo placement, stall presence etc). • To carry out any other ad hoc duties as and when required | | |