

JOB DESCRIPTION

Area:	Partnerships	
Job Title:	Relationships Management Officer	
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 seek out and develop relationships with organisations and businesses. • To ensure that all work integrates with the strategy set out by the Partnerships Director. • To work closely with 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 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 bring all partner requests to the attention of the Partnerships Director before making new agreements. • 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 		