

Gloucestershire and Wiltshire Partnership (GWP)

Description of Contract Services for role of Partnership Manager

Contract Title:	Partnership Manager
Fee:	Salary £25 per hour, flexible hours, minimum average 15 hours per week (timesheets must be kept)
Reporting to:	Management Group
Introduction to GWP:	<p>GWP (Gloucestershire & Wiltshire Partnership) is a membership network of training providers who have government contracts to deliver training and learning to young people aged 16-19 and adults and / or are listed on any of the ESFA approved training provider registers. Currently there are 33 full members and 1 associate member. Members comprise FE Colleges, private training providers, voluntary sector organisations and awarding organisations.</p> <p>GWP is a non-incorporated association.</p>
Qualifications, skills & Experience Required	<ul style="list-style-type: none"> • Minimum 5 years' experience in Work Based and adult Learning • Minimum level 4 Qualification • Qualification in leadership and management • Communication skills to enable dealing with people at all levels, sometimes in difficult situations • Experience of working with a range of stakeholders, preferably including local authorities, LEAs, Jobcentre Plus, ESFA, DWP and other stakeholders with an interest in the adult learning sector • Computer literate -MS Word, Excel and Powerpoint at intermediate level • A comprehensive understanding of post 16 education and training • Sales and income generation experience, including writing successful bids for funding, and identifying potential funding opportunities. • Experience of successfully managing funded projects, and reporting back to funders • Identifying partnership opportunities • Understanding local employment skills needs and LEP skills priorities • Presentation skills • Experience of managing budgets and preparing basic financial reports

<p>Overall Purpose of Role:</p>	<p>To lead the network in all areas of its business, strategy, operation and development, including liaison with members, stakeholders, promoting the network, representing the network, project management, data collection and analysis and management of the network's communications. To increase income of the network to sustain the salary of the post holder and re-invest income back into network activities.</p> <p>To lead the network in key areas identified by the management group and its members:</p> <ol style="list-style-type: none"> 1. Ensure members are kept up to date with local, regional and national government strategies and priorities. 2. Organise 4 x members' meetings per year, to include presentations on topics of interest to members. 3. Organise user group meetings on specific topics as required by the management group. 4. Identify and co-ordinate CPD opportunities to support members with implementing government strategies in the adult learning sector. 5. Represent the members to the LEP and key stakeholders, such as the local authorities, Jobcentre Plus, ESFA and other appropriate stakeholders. 6. Work with all stakeholders (including schools, IAG's, LA's etc) to maximise the number and range of young people leaving school that want to take up Apprenticeships 7. Represent the Network on local ESB and sub-groups in the LEP areas of Wiltshire & Swindon and Gloucestershire. 8. Working both with other training provider networks and individually, identify opportunities to gain funding for specific activities and projects of benefit to members. 9. Work with stakeholders to raise the profile of the local skills landscape to employers. 		
<p>Key Responsibility Area</p>	<p>Summary of Responsibility</p>	<p>Typical Activities</p>	<p>Key Performance Indicators</p>
<p>Business Management</p>	<p>Lead and manage the GWP network</p>	<p>Perform the Partnership Management role, overseeing:</p> <ul style="list-style-type: none"> • Company secretarial activities for a non-incorporated association. • Drafting monthly and annual accounts (audited externally monthly and annually) • Reporting performance at management group and members' meetings. • Work with the management group on strategy and business direction. 	<ul style="list-style-type: none"> • Timeliness, speed and accuracy of reports / information • Achievement of deadlines

Key Responsibility Area	Summary of Responsibility	Typical Activities	Key Performance Indicators
Communication	Act as the main point of communication for GWP	<ul style="list-style-type: none"> • Act as the main point of communication for internal and external colleagues and stakeholders. • Communicate with member organisations at all levels as required. • Liaise with the network's stakeholders to support the objectives of the network and raise the profile of local skills provision. • Provide timely communications • Promote the network and its activities • Represent the network at events and meetings that support and meet the network's objectives • Provide summary written and verbal reports to the network and its members on issues of interest to or meet the network's interest or that of its members • Keep the GWP website up to date. • Maintain the GWP Twitter and LinkedIn group pages. • Record and gather information on skills provision offered by members, to circulate to local public and private stakeholders. • Attend meetings with other training provider network managers and AELP and feedback from the meetings to members. 	<ul style="list-style-type: none"> • Timeliness, speed and accuracy of reports/information • Achievement of deadlines • Turnaround times for responding to report deadlines • Accuracy of records when reports are generated • Evaluated formal feedback from members • Evaluated formal feedback from stakeholders
Network support	Support and administer the network in its activities	<ul style="list-style-type: none"> • Organise, administer and facilitate network activities and meetings • Proactively seek funding and project opportunities to meet the network's objectives and to ensure the sustainability of the Network. 	<ul style="list-style-type: none"> • Evaluated formal feedback from members • Evaluated formal feedback from stakeholders • Accuracy of administration

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Business Development	Ensure the network is sustainable and progressive	<ul style="list-style-type: none"> • Identify and attract new members. • Regularly survey existing members to ensure that the network meets their needs. • Inform the Board of funding opportunities and bids. • Business sustainability • Increase income of the GWP to sustain the role of the Partnership Manager and re-invest extra income back into network activities 	<ul style="list-style-type: none"> • Membership levels • To achieve income to cover contract and co-ordination costs
Project Management	Manage projects on behalf of the GWP	<ul style="list-style-type: none"> • Lead the project planning and management of any projects or contracts issued to or won by the network • Facilitate and produce any contract funding proposal or project bids with and on behalf of the network • Actively horizon scan to highlight contract or project opportunities that will meet or enhance the network's objectives • Represent the network at events that support and meet the needs of contracts or projects • Liaise with contractors and stakeholders to support the objectives and success of the project • Provide summary written and verbal progress reports to the network, its members and stakeholders on project or contract progress 	<ul style="list-style-type: none"> • Timeliness, speed and accuracy of reports/information • Achievement of project deadlines • Turnaround times for responding to report deadlines • Accuracy of records when reports are generated • Evaluated formal feedback from members • Evaluated formal feedback from contracting bodies or stakeholders
Continuous Professional Development	Ensuring a currency of knowledge concerning areas and topics of interest to the network membership	<ul style="list-style-type: none"> • Provide up to date information to members on local, regional and national government strategy. • Identify CPD opportunities as requested by members and to support members with implementing strategy and reforms. 	<ul style="list-style-type: none"> • Evaluated formal feedback from members • Evaluated formal feedback from stakeholders • Accuracy of information

Key Responsibility Area	Summary of Responsibility	Typical Activities	Key Performance Indicators
Equality & Diversity	Support the maintenance of a culture free of discrimination	<ul style="list-style-type: none"> • Value and promote diversity in all aspects amongst members, stakeholders and guests • Ensure all communications are free from discrimination • Ensure that appropriate monitoring systems are set up to provide management reports where necessary • Support the Management Group to undertake investigations into complaints of discrimination, harassment etc 	<ul style="list-style-type: none"> • Evaluated formal feedback from members • Evaluated formal feedback from stakeholders • Number of EO related complaints
General	This description is not an exhaustive list and the postholder may be required to carry out other duties, commensurate with the job.		

The successful Contractor will be expected to have appropriate insurances in place including Employers' Liability, Public Liability and Professional Indemnity and will be asked to provide copies to the management group prior to commencement of contract.

Agreed by Contractor:	Signed:..... Date.....
Agreed by Board member:	Signed..... Date.....