



Job Description

Job Title	Partnership Manager
Workplace	Home-based
Hours	20 hours per week (some of which may be unsociable)
Accountable to	Chief Executive Officer
Salary	£31,855 pro-rata – £17,219 for a 20-hour role
Direct reports	Employer Engagement Officer

Job Purpose	Using a Christian faith based and Christ-centred approach, manage and develop partner relationships and employer relationships, direct the work of the Employer Engagement Officer and support the strategic and day-to-day operations of the charity.
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Key Responsibilities *(This list is not exhaustive but is indicative of your main areas of work)*

There are certain duties that this post holder will have to undertake which require the post holder to be a practicing and professing Christian.

1. To role model Christian faith within the workplace to other staff members and to demonstrate Christ-centred values externally to Members (people with convictions), prisons, employers, suppliers and other stakeholders.
2. To lead Christian devotionals, prayer and worship at internal events, requiring the post holder to have a thorough understanding, and belief in, the underlying doctrines of the Christian faith.

3. To take an active part in weekly prayer calls, highlight and communicate to the team issues and topics for Christian prayer and to pray for issues and topics that are frequently raised by others within day-to-day working life and within the weekly prayer calls.
4. To contribute to a Christian ethos of being Christ-centred.
5. To use personal Christian networks to assist in the recruitment of other practising and professing Christian staff.
6. To manage the development of new and existing employer relationships and other connections that benefit Clean Sheet Members, including coordinating timely updates to the wider team. To direct the work of the Employer Engagement Officer to ensure their activity supports organisational strategy and objectives. To do this in a way which reflects the Christian mission of the charity, adhering to Clean Sheet's Christian values.
7. To manage new and existing partner relationships, implement new referral routes and provide regular partner feedback, as well as pursue new partnership opportunities as appropriate. To do this in a way which reflects the Christian mission of the charity, adhering to Clean Sheet's Christian values.
8. To manage and develop direct report(s), including conducting supervisions and appraisals, authorising holiday and expenses and other management duties required in leading a team. To do this in a way which reflects the Christian mission of the charity, adhering to Clean Sheet's Christian values.
9. To attend events and/or represent Clean Sheet at external events, as required.
10. To support the development of Team Days and deliver training/upskilling as required. To do this in a way which reflects the Christian mission of the charity, adhering to Clean Sheet's Christian values.
11. To play an active role in strategic planning and day-to-day operations as required (as part of the management team) and to assist the Chief Executive Officer to develop the Clean Sheet strategy and business plan as required.
12. To ensure documentation and relevant systems are completed in a timely fashion.
13. To be aware of and operate in line with Clean Sheet's policies and procedures.
14. To undertake any other duties as requested that are appropriate to the post and support the smooth operation of Clean Sheet.

Right / Right to Vary Job Description

- This Job Description will be reviewed regularly as part of the Performance Appraisal process and may be subject to other variance.
- In order for you to fulfil the requirements of the post you may be required to undertake training leading to recognised qualifications from time to time.
- You may be required to undertake other tasks that are assigned to you that Clean Sheet might reasonably expect to be within your competence.

Acceptance

Name	Signature	Date
Click or tap here to enter text.		Click or tap to enter a date.

What we can offer you as part of the Clean Sheet team (non-contractual benefits)

Summary

- Pension matched up to 5%
- Generous annual leave increasing up to 30 days plus bank holidays with service (pro-rata)
- Company sick pay scheme
- Paid training
- Wellbeing package, including cover for your family (such as 24/7 GP booking service, free counselling and discounted memberships)
- Access to chaplaincy and pastoral support

Person Specification

Job Title	Partnership Manager
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Selection Criteria	Essential	Desirable	Assessment
Beliefs	<p>A practicing and professing Christian, able to interpret the Christian Mission of the charity to a contemporary society be able to actively role-model your faith at work</p> <p>To have a thorough understanding of, and belief in, the underlying doctrines of the Christian faith and an active prayer life</p>		Application / Interview
Qualifications / Training	Education to degree level (or equivalent)		Application
Knowledge, Skills and Abilities	<p>Proven experience in relationship management/account management</p> <p>Highly literate with strong communication, written and verbal skills</p> <p>Good organisation, prioritisation and time management skills</p> <p>Able to maintain a high level of accuracy and attention to detail</p> <p>Able to work to deadlines and under pressure</p>	An awareness of, or interest in, the Criminal Justice System	Interview / Test

	<p>Able to manage and develop others</p> <p>Able to use own initiative to problem solve and make appropriate decisions independently and confidently within the scope of the role</p> <p>Numerate to produce reports and budgets</p> <p>Able to work in a professional manner and maintain appropriate boundaries</p> <p>Competent with Microsoft Office and in particular: Word, Excel, PowerPoint, Outlook</p>		
Flexibility and Mobility	<p>To be prepared to work flexibly to accommodate the needs of the charity and able to manage rapid changes in tasks</p> <p>Able to travel within the UK including flexibility with regards to occasional overnight stays</p>	UK driving licence and access to a vehicle	Interview
Other	<p>Motivated to help others and disadvantaged groups.</p> <p>Willing to undertake a DBS check in the form of a basic Police check which must be satisfactory to Clean Sheet.</p>		Application / Interview