Job Description

JOB TITLE: **Senior Partnerships Manager**

REPORTS TO: **Head of Policy and Engagement**

JOB PURPOSE: Develop and maintain strategic relationships with senior leaders within Vitae membership and the wider research and innovation system to identify new opportunities for partnerships, funding and collaborative projects. Deliver a programme of collaborative initiatives both nationally and internationally, in line with CRAC-Vitae's strategic goals.

GRADE/SALARY: **Grade 4** (£36,500 – 43,700)

Date of Issue: January 2025

MAIN RESPONSIBILITIES:

- Relationship building – Cultivate and track relationships with senior leaders within Vitae membership and the wider research and innovation (R&I) system, with a focus on professional bodies and organisations, funders, and governments.
- Proposal development and income generation – Undertake funder research, identify new opportunities, and lead on proposal development, ensuring coordinated, timely and professional responses to opportunities.
- Programme management - Manage a programme of varied projects that contribute to the delivery of CRAC-Vitae's organisational strategy, working with colleagues across the organisation to monitor progress and success indicators, and identifying opportunities to maximise our impact and influence.
- External communications – Support the Head of Policy and Engagement and Director of Programmes and Partnerships by preparing talking points and briefings, and collaborate with colleagues to produce and write reports, briefings, and other externally-facing materials.
- Analysis and expertise – Maintain the high level of knowledge about higher education and the wider R&I system necessary to effectively present CRAC-Vitae's work to external stakeholders and participate in external meetings and events. Keep track of trends in R&I, drawing on insights from the Community Engagement Manager.
- Continuous improvement - All team members take a continuous improvement approach to their work, contributing to the development of processes and ways of working, as well as organisational culture and strategy, providing insights and connections from their perspective.

KEY RELATIONSHIPS:

- Head of Policy and Engagement
- Director of Programmes and Partnerships
- Head of Innovation and Services
- Community Engagement Manager
- Governments, funders, Vitae Policy Advisory Group, collaborators and partner organisations.

PERSON SPECIFICATION AND EXPERIENCE

Knowledge and Experience

Essential
- Experience building fruitful and lasting relationships with senior leaders in universities in the UK and/or internationally
- Strong understanding of funding processes and proven track record of producing successful funding bids
- Experience of managing multiple projects and project teams, including multi-stakeholder teams
- Experience of preparing briefings, talking points and other policy-related outputs in relation to research policy, research culture and/or career development
- A pro-active individual able to work autonomously, set personal objectives and work in a team environment.

Desirable

- Experience or understanding of working in a non-profit, mission driven environment
- Access to a network of national or international contacts or strong skills in building one
- Project management qualification

Skills, the ability to:

- Analytical skills, including the ability to use evidence to inform and persuade
- Interpersonal and communication skills both written and oral
- Project leadership and management skills
- Ability to solve problems and make decisions
- Strong IT skills

Attributes:

- Ability to build trust and respect with internal and external stakeholders
- Ability to be flexible and to work under pressure, using sound time management and prioritisation to meet deadlines
- Ability to work collaboratively across the organisation, lead projects, and manage others.
- Ability to spot opportunities in line with strategic priorities
- Ability to lead the development of proposals and bids
- Demonstrate commitment to equality, diversity and inclusion