

Job Description

Job title: Partnership Coordinator

Time commitment:	1 year, fixed term contract (from the date of appointment) with a high level of flexible working arrangements, plus an option to renew contract
Based at:	an ETSP member school, Enfield, North London
Reporting to:	Chair and Vice Chair of the ETSP Headteachers' Partnership and the ETSP Board of Trustees
Salary:	£30,036 – £32,424 (FTE)

Job Purpose Summary

We are looking to appoint a Partnership Coordinator to lead our dynamic team at ETSP and to help develop and shape the future of the charity as we continue to grow. The role is a key position within the charity. The right person will:

- Build and maintain solid partnerships with the schools and other organisations we work with.
- Lead the work to grow charity income through the preparation and writing of grant applications and fundraising appeals, including evaluations and returns to funders.
- Coordinate and oversee the work between the partnership of schools.
- Design and coordinate various projects for children and young people across our network of schools.
- Organise meetings for the Partnership Headteachers and the Board of Trustees and follow up on actions.

Duties

The postholder will be responsible for coordinating a range of work across the network of ETSP schools as agreed by the Partnership Headteachers. They will need to work collaboratively with a range of stakeholders to deliver initiatives which drive positive change for children and young people. Effective liaison across ETSP schools will be an essential part of the role. You will be required to write successful bids so that in time your salary becomes self-funding and, further identify and secure other funding streams for projects and initiatives which help children and young people thrive. Lead and line manage a Bid Writer & Project Officer.

Key Responsibilities

Securing Funding

- To identify funding streams for projects identified by the Partnership Headteachers
- To write and submit successful funding applications
- Ensure bid money is accounted for with transparent record keeping
- Write regular reports to ETSP Headteachers and the Board of Trustees on progress towards securing and spending additional funding
- Reduce outgoings through procurement of resources and negotiation of contracts

Coordinating Partnership Work

- Liaise with the Chair and Vice Chair of the ETSP Headteacher Partnership to agree meeting agendas
- Organise partnership meetings and action follow up tasks
- Coordinate and arrange visits across the partnership schools
- To coordinate sharing of resources across the partnership
- To manage projects identified by the partnership
- Write regular reports for the partnership Headteachers regarding the coordination of this work
- Support the preparation of the strategic plan and annual budget
- Collect and process data which demonstrates impact of projects and effectiveness of the partnership
- Maintain the charity's website and monitor and update the charity's social media accounts

Coordinating Trustee Work

- Liaise with the Chair of Trustees to agree Board meeting agendas
- Organise Trustee meetings and action follow up tasks
- Support the review of the strategic plan and annual budget with the Board of Trustees
- Report to the Charity Commission on the impact of and effectiveness of the charity
- Work with the Board of Trustees to produce and review key policies

Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Chair and Vice Chair of the ETSP Headteacher Partnership / the Board of Trustees. The duties and responsibilities of the post may vary from time to time according to the changing needs of the role.

Equal Opportunity

The Postholder will be expected to carry out all duties in the context of and in compliance with ETSP's and Enfield Council's Equal Opportunities Policies.