

Person Specification

Post title: Partnership Coordinator

	Essential	Desirable
Qualifications		
Degree 2:1 or higher		✓
GCSE Maths and English (grade A-C) or equivalent	✓	
Experience		
Proven skills and abilities of being able to work as part of a team	✓	
Experience of working on your own initiative	✓	
Experience of achieving goals	✓	
Experience of effective project management	✓	
Professional Knowledge and Understanding		
Ability to secure funding through bid writing or other funding financial streams	✓	
Have experience of working within a school setting		✓
Relevant work experience to support the role	✓	
Good numeracy skills and a methodical approach to tasks	✓	
Excellent organisational and time management skills	✓	
Professional Skills and Abilities		
Ability to communicate effectively both verbally and in writing	✓	
Ability to prioritise workload effectively in order to meet deadlines	✓	
Able to give clear direction and instructions	✓	
Good interpersonal skills	✓	
Ability to work cooperatively, flexibly and co-ordinate effectively across schools in the partnership	✓	
Ability to take minutes and chair meetings	✓	
Ability to act and work on own initiative	✓	
An understanding of the importance of confidentiality	✓	
Personal Qualities		
Must be able to promote collaboration and work effectively across the partnership of schools	✓	
Must have good communication skills both orally and in writing, and transparent record keeping	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
Commitment to the promotion of Health and Safety at work	✓	
Commitment to Safeguarding	✓	