

## **Job Description**

### **Partnership Manager – Wales**

(with a programmatic lead for Schools and vulnerable children and a geographical lead for North, Mid and South West Wales)

#### **BookTrust**

BookTrust is the UK's largest children's reading charity. We know that children who read are happier, healthier, more empathetic, and more creative. They also do better at school.

Working with every local authority in England, Northern Ireland and Wales and supported by a range of funders including the Arts Council England, Northern Ireland and Wales Governments, we reach over 3 million families a year via partners in schools, children's centres, health visitors and libraries. This incredible network helps us to get children reading across the country.

#### **Job purpose**

The Partnership Manager will work closely with a range of external stakeholders, including primary and secondary schools, local authorities, education sector organisations as well as other civil society organisations, building strong and successful delivery and strategic relationships whilst ensuring the successful delivery of a set of BookTrust's programmes and activities.

The Partnerships Manager will also contribute to the development of new activities and programmes and lead on the programme training and national and regional events for Wales.

Working closely and collaboratively alongside the other Wales team members, and wider BookTrust colleagues, the post holder will be the programmatic lead for our work in Wales with schools and vulnerable children in all settings and be the geographic lead for the 12 Local Authorities in North and South West and Mid Wales – Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire, Wrexham, Powys, Ceredigion, Pembrokeshire, and Carmarthen.

The role will be based out of the BookTrust Offices in Cardiff. BookTrust works in a hybrid and flexible way with an expectation of a minimum of 8 face to face collaboration days per month which could be at the Cardiff office, visiting partners across Wales and on occasions UK wide travel. There will therefore be reasonable travel needed to fulfil the role, with occasional overnight stays. The role is full time but part time working would be considered.

**This post holder will report to:** Director of Wales/Senior Partnership Manager

**This post holder will manage:** Community Engagement Co-ordinator

#### **Key responsibilities**

##### **1. Partnership Management**

- To build, maintain and develop strong partnerships with strategic and key programme delivery partners. In particular, to work closely with relevant local authority teams, and other relevant organisations regarding both our schools and vulnerable children programmes.
- To ensure high levels of engagement and successful outcomes with partners through such things as meetings, networking, training, events, presentations (which will be a mix of in person and virtual) whilst identifying and resolving any risks promptly and effectively.
- To promote BookTrust's work and programmes to a wide range of relevant stakeholders and through a range of media (including face to face, newsletters, website, social media, networks presentations etc) in a way that increases engagement.

- To represent BookTrust at relevant networks and stakeholder events.

## **2. Programme Delivery**

- To collaborate with teams across BookTrust on operational and developmental matters to ensure effective delivery of both schools and vulnerable children programmes and resources in Wales.
- To ensure that activities in Wales meet internal and external programme targets.
- To monitor programme delivery, track progress against targets, assess risk and escalate issues appropriately and produce relevant reports.
- To promote and seek opportunities to increase the take up of our funded and bought programmes.
- To lead and co-design training programmes and events for Wales.

## **3. Programme Development**

- To ensure the bi-lingual requirements and relevant policy position in Wales are input to the design and development of programmes and resources delivered in and for Wales.
- To contribute to programme content (e.g. resources, training for practitioners, conferences), ensuring it is bilingual, meets the needs of children, families and practitioners in Wales and achieves strategic programme goals.
- To contribute to programme resources and supporting materials in a range of formats (e.g. hard copy and online, written and film etc) ensuring that all are bilingual.
- To contribute to the monitoring, evaluation and learning of programmes delivered in Wales.
- To encourage feedback from partners and beneficiaries into the evaluation and impact of our work.

## **4. Management:**

- To line manage a community engagement co-ordinator
- To manage agreed devolved areas of the programme budget.

## **5. General:**

- To maintain up-to-date sector-based knowledge to ensure that BookTrust's activity in Wales is relevant and creates impact.
- To support the development of new activity and in developing the strategic direction of BookTrust's work in Wales.
- To be an active member of the wider BookTrust team, participating fully in meetings and supporting colleagues.
- To be committed to personal development, particularly in the area of specialist knowledge
- To fulfil all monitoring and reporting requirements to a high standard.
- To carry out all duties in line with BookTrust policies and procedures and be prepared to undertake additional reasonable duties, as required.
- To promote BookTrust and its vision and values in activities, both internally while carrying out duties and externally, with stakeholders and the general public.
- Carry out all duties in line with BookTrust policies and procedures and be prepared to undertake additional reasonable duties as required.

## **PERSON SPECIFICATION**

A positive and enthusiastic, credible ambassador with a demonstrable ability to develop and maintain relationships across a wide range of people and groups, including local authority officers,

politicians, civil servants, Early Years, Health, and Education providers and well as corporate and third sector partners and the public.

An excellent team player who can work with minimal supervision in flexible ways to achieve positive outcomes.

Someone who enjoys travel as part of their work and who can do so in an efficient and well-planned way, taking account of times when short notice changes may be required.

A passion to make a difference for children and families with an interest in the benefits of literacy and reading to child development, the value of books, stories and rhymes and the role of parents, carers, and guardians in developing a love of reading would be valuable.

CRITERIA	E or D
<b>Knowledge</b>	
a. Familiarity with Welsh Government initiatives and legislation relating to children in Wales.	E
b. Understanding of issues relating specifically to early reading and language and literacy development with an interest in the benefits of literacy and reading to child development.	D
c. Understanding of policy and data related to children and educational services.	D
<b>Experience</b>	
a. Experience of managing internal and external relationships and partnerships within a charity or public sector environment and with internal and external partners.	E
b. Experience in managing projects, preferably with a beneficiary led approach.	E
c. Experience of responding to changing, competing demands, and dealing with ambiguity	E
d. Experience in participating in cross functional project work.	E
e. Experience of working within a bilingual (Welsh and English) context.	E
f. Experience in working within or around children's services or provision.	D
g. Experience of working with or around local government or political appointees	D
<b>Skills and Attributes</b>	
a. Ability to build and manage relationships effectively with a range of different stakeholders	E
b. Skilled in influencing and negotiating.	E
c. Highly organised with an attention to detail, strong time management and excellent planning skills.	E
d. Analytical skills with an ability to interpret data and problem solve.	E
e. Confident to lead and contribute at meetings and other key events.	E

f. IT literate with skills in core Microsoft packages including Outlook, Word, Teams, and Excel.	E
g. Strong communications skills including writing and presenting to a range of audiences.	E
h. Ability to communicate in the Welsh language (written and spoken) *	E

**E = essential criteria**

**D = desirable criteria**

**\*The ability to work through the medium of Welsh would be a significant advantage in this role. We wish to have as many, and at least one, members of the Wales team fluent in spoken and written Welsh therefore this may become a desirable criterion dependent on other recruitment being run in parallel to this role.**

### **Terms and Conditions**

- Salary: £36,000
- 28 days holiday, plus public holidays
- Pension scheme – 7% employer contribution
- 3 x salary life assurance
- Employee Assistance Programme
- Season Ticket Loan Scheme
- Flexible working scheme

Want to join us? Find out more about who we are at: <https://www.booktrust.org.uk/about-us/work-at-booktrust/>

To apply, you must submit your CV and attach a covering letter of no more than two pages outlining your suitability in relation to the person specification.

### **Our Commitment to Diversity and Inclusivity**

We aim to provide an inclusive recruitment process and actively welcome applications from diverse talent pools: minority ethnic candidates, candidates with disabilities and long-term conditions and candidates from underrepresented communities.

We are committed to equality of opportunity and want to ensure we have an accessible application process for all candidates. If you need any reasonable adjustments or would like us to do anything differently during the application process, please contact our HR team on HR@booktrust.org.uk or 020 7801 8855/8856 to discuss your requirements further.

BookTrust is committed to safeguarding and promoting the welfare of children. The recruitment and selection process reflect our commitment to safeguarding therefore, the suitability of all prospective employees will be assessed during the recruitment process in line with this commitment, and pre-employment checks.