

Job Description

Job Title:	Partnerships and Programme Support Officer
Department:	Programmes and Partnerships Directorate
Reports to:	Director of Programmes and Partnerships
Location:	Turn2us Head Office, Hammersmith
Purpose of the Role:	Support and co-ordinate partnerships across the directorate, develop Turn2us partnership model, and provide administrative support to the Directorate as required

Key Responsibilities and Accountabilities:

- 1. Co-ordinate and support Turn2us programmatic partnerships and collaborations with all types of partners (charity, commercial, statutory)**
- 2. Develop and manage Turn2us partnership model**
- 3. Support fundraising for programmatic partnerships**
- 4. Provide administrative support for Programme and Partnerships Directorate as required**

Key Duties

- 1. Co-ordinate and support Turn2us programmatic partnerships and collaborations with all types of partners (charity, commercial, statutory)**
 - Keep abreast of all partnership engagements through supporting good internal communications and sharing
 - Develop appropriate due diligence approaches that include safeguarding for partners
 - Keep partnership information up to date on the database (Harlequin)
 - Write partnership briefings for team members as and when required
 - Write partnership briefings for Board papers and senior leadership as required
 - Support partnership meetings through setting them up, attending and minuting when required, and supporting the design and delivery of workshops as necessary
 - Keep abreast of the work of key partners and potential partners
 - Promote Turn2us key ways of working at all times with partners including co-production
 - Ensure all relevant internal staff are aware of progress with partners and the nature of relationships
- 2. Develop and manage Turn2us partnership model**
 - Evolve, share and promote Turn2us partnership model
 - Support Director of Programmes and Partnerships to develop collective impact partnership models

- Ensure staff, and volunteers as appropriate, are aware of how Turn2us works in partnership in line with the model
- Research partners who Turn2us may want to collaborate with and write clear briefings

3. Support fundraising for programmatic partnerships

- Support the design of fundraising proposals for partnership working
- Support the directorate to collaborate with partners to engage them in programme design for fundraising

4. Provide administrative support for Programme and Partnerships Directorate as required

- Organise out of London travel for senior staff within the directorate
- Provide administrative support for directorate meetings, workshops and events as required
- Organise, minute and attend key directorate meetings
- Minute meetings as required and support follow up actions to be taken forward

These are the normal duties, which the Charity requires from the position. However, it is necessary for all staff to be flexible and all employees will be required from time to time to perform other duties as may be required by the Charity for the efficient running of the charity. This Job Description is non-contractual. It will be reviewed from time to time and may be subject to change. The post holder will be expected to ensure that their work complies with contractual terms and conditions, the Charity's policies and procedures and key legislation, such as data protection and charity law.

Person Specification

Education/Experience:

Necessary:

- Administration experience
- Experience of organising large meetings/events
- Experience of working in a voluntary environment
- 2 years work experience or equivalent voluntary experience

Desirable:

- Experience of working with partner organisations

Skills:

Necessary:

- Exceptional organisational skills
- IT literate, including the ability to use databases
- Excellent written and verbal communication skills in English
- Ability to present clear, concise reports

Desirable:

- Good facilitation skills
- Understanding of co-production
- Understanding of safeguarding

Knowledge:

- Knowledge of the voluntary sector
- Understanding of financial hardship

Personal Attributes:

- Highly motivated with an ability to work on own initiative and work proactively in key areas of responsibility
- An understanding and commitment to promote equal opportunities and diversity
- A positive and energetic approach to problem solving
- Ability to travel across the UK
- Commitment to Turn2us values