

**JOB DESCRIPTION**

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| **Job Title** | Partnerships Manager |
| **Service** | Careers and Student Enterprise |
| **Grade** | F |
| **Location and Hybrid working status** | Multi-site: Docklands/Stratford/USS  |
| **Reporting to** | Associate Director of Partnerships & Work-based Learning  |
| **Responsible for** | Employer Engagement Officers and Volunteering Coordinator |
| **Liaison with** | External organisations, Students, Directors of Careers & Enterprise, Deans of Schools, relevant Directors of Services, Careers and Student Enterprise colleagues. |
| **Contract type** | Permanent, Full time  |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**Careers and Student Enterprise (CASE)**

This role is based in the Careers and Student Enterprise Service, which is the career, employability and enterprise nucleus of the University of East London. The goal of the Service is to support every student to achieve academically, gain the skills for the 21st century workforce and build direct pathways to employment. The Service’s mindset has innovation and creativity at its core. To improve progression, retention and graduate outcomes, the Service utilises cutting edge technology and research, which has shown impact on our students’ satisfaction, behaviour and outcomes. This is one-of-a-kind department with highly motivated staff and a high level of quality within the products produced.

**JOB PURPOSE**

To develop and manage a range of external partnerships to provide work-based learning opportunities for students and graduates and engagement with on-campus events and other Career and Student Enterprise initiatives.

To develop employer engagement policies and practices, the provision of paid and unpaid opportunities such as internships, placements, voluntary roles, work shadowing, mentoring and graduate vacancies. To deliver a series of industry specific careers events, in collaboration with schools and departments. To provide industry connections, insight, networks and opportunities for students and graduates through the creation of strong external partnerships.

**KEY DUTIES AND RESPONSIBILITIES**

The duties and responsibilities outlined above provide a general overview of the range of tasks that a Partnerships Manager at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

* To lead a team of Employer Engagement Officers and Volunteering Coordinators to

provide an institution-wide offer for students from all disciplines regarding opportunities to engage in meaningful and relevant interactions with external partners, who will provide work-based learning opportunities, on and off-campus engagement and delivery of Careers and Student Enterprise initiatives.

* To work closely with the Director of Careers & Student Enterprise, the Associate Director of Partnerships & Work-based Learning, the Work-based Learning Manager, Directors of Careers & Enterprise within Academic Schools, Academic and Professional Services colleagues and departments to identify the most suitable opportunities for their students taking account of sector-related preferences, opportunities for reflective learning and requirements of the Professional Fitness and Mental Wealth modules;
* To work with the with the Associate Director for Partnerships & Work-based Learning

to develop, implement, monitor, evaluate and deliver a comprehensive, institution wide Work-based Learning for All strategy at scale and promoting innovation and continuous improvement.

* To collaborate and work with the Associate Director for Partnerships & Work-based

Learning and the Work-based Learning Manager to coordinate, and expand experiential learning, industry connections and work-based learning opportunities for all students, fostering partnerships with employers, and supporting students' professional development; ensuring there is alignment with academic goals, institutional priorities, and industry trends.

* To develop and maintain links with local, national and international organisations to secure suitable work experience, placements, voluntary roles, internships, industry connections, experiential learning and other opportunities to connect with diverse industry sectors for our students generally and scaling this provision in accordance with the Work-based Learning for All student’s strategy and in line with programme

requirements and Professional Fitness and Mental Wealth modules.

* To actively lead business development initiatives to establish and maintain key strategic and diverse employer partnerships that align with the needs of students across all academic schools at the university. Drive engagement with employers to

create innovative opportunities that enhance student employability and career readiness. Collaborate with internal and external stakeholders to deliver impactful partnership outcomes and continuously monitor partnerships and address robust action plans to address any gaps.

* To ensure the provision of a dedicated and professional customer facing service underpinned by strong operational systems and processes.
* To be the primary point of contact for employer engagement and volunteering opportunities to internal and external partners.
* To ensure that robust systems are established to ensure the well- being of students engaged in work-based learning. This includes processes for ensuring health and safety obligations are met by providers, adhering to the University policy for work-based learning and placement management and ensuring that opportunities are meaningful and relevant and that any difficulties arising whilst students are engaged with external organisations are managed appropriately.
* To set and monitor reasonable and appropriate KPI’s for staff in terms of building new partnerships, generating work-based learning opportunities, engaging organisations in Careers and Student Enterprise initiatives, hosting events and ensuring that school/sector-specific opportunities are made available.
* To design robust processes and strategies to ensure that all students receive industry engagement, work-based learning and experiential learning as part of their studies
* To ensure all industries are represented in our gold, silver and bronze university Partners
* To effectively lead, manage and appraise reportees, identifying their learning and development needs and ensuring that they have the support they need to achieve their KPI’s.
* To work with other Careers and Student Enterprise members to ensure that students completing work-based learning opportunities are well equipped to articulate the value of the experience gained and market it to future employers.
* To identify good practice and trends in graduate employment to ensure that the University benefits from best practice, including productive engagement with recognised professional associations and where appropriate meeting internal and external quality standards.
* To produce relevant Labour Market information, proposals, reports and presentations

for the senior management team, Schools, Services and external bodies.

* To manage, enhance and promote the careers management platform (Career Zone)

to students, external organisations and internal staff member.

* To monitor and measure the impact and outcomes of all partnerships
* To chair/attend team meetings as required; attend appropriate meetings/networking

events both externally and internally.

* To take a flexible approach to work (attendance at early morning and evening meetings may be required).
* Any other duties, in line with the level of the post, and as directed by the Director of Careers and Student Enterprise.
* To work in accordance with UEL’s Equality and Diversity Policies

**PERSON SPECIFICATION**

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria**

* Experience of successfully working and negotiating with a range of external partners and sound knowledge of current recruitment practices in today’s business environment (public and private sector) (A/I).
* Experience and knowledge of managing successful work-based learning initiatives including internships, volunteering, work shadowing and placements. (A/I)
* Experience of analysing data and reporting to senior management. (A/I)
* Exceptional networking skills and effective people/interpersonal skills (I)

**Desirable criteria**

* Excellent IT skills with clear proficiency in Word, PowerPoint and Excel packages

and use of the internet (I)

* Experience of the development and delivery of training and development programmes (I)
* Experience within sales in any industry.
* Experience within recruitment.

**SKILLS AND ABILITIES:**

**Communication:**

* Ability to communicate using a variety of mediums to internal and external audiences

including senior managers, students, graduates and employers, including delivering

presentations (A/I).

**Initiative And Problem Solving:**

* Experience of using own initiative to resolve problems and creativity to drive

development. (I)

**Teamwork & Motivation:**

* Ability to manage and motivate own and wider team to ensure institutional objectives are met by delegating appropriately, overseeing projects in a supportive manner whilst being clear about objectives and expected outcomes, giving feedback on progress in a timely and honest way and developing staff using the PDR process. (A/I).

**Planning & Organisation:**

* Ability to plan for the efficient and effective day to day running of the partnerships function, in line with wider service and institutional objectives. (A/I)
* Ability to measure and monitor progress against objectives whilst being flexible enough to consider unforeseen changes or new opportunities. (A/I)
* Ability to plan major and minor events for the service and with partners, making appropriate decisions concerning budgets and resources and considering student and graduate attitudes and behaviours. (A/I)

**Decision Making:**

* Ability to make independent but appropriate decisions that affect own team and others, whilst keeping relevant people informed and staying within budget. (I)

**Other Essential Criteria:**

* Willingness to travel and work across sites (I)
* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential criteria**

* Degree or equivalent (C)

**Desirable criteria**

* Training and development qualification (C)

**Criteria tested by Key:**

A = Application form C = Certification I = Interview P = Presentation R = Research papers

T =TEST

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!