

## Job description



### Partnerships Manager – technical education & skills

Salary:	£38,000 - £42,000 (dependent on experience)
Benefits:	Flexible working arrangements where possible to support work-life balance Salary review points and potential for performance bonuses 5% pension contribution in addition to salary 25 days annual leave, plus bank holidays
Location:	Home-based (living in England), with remote office support Limited travel to client / company events - travel costs covered
Job type:	Full-time, permanent (after probationary period of 3 months)

[SDN](#) is a team of leading [specialists](#) in apprenticeships, technical education and workforce development. We work for [training and education organisations](#), [employers](#) and [government](#), providing industry-leading consultancy, CPD, resources and research.

SDN delivers an exciting range of programmes for government and sector bodies focused on improving the quality of technical education in England and helping employers to understand and tap into the education system to attract the talent they need. Alongside this, SDN delivers a commercial [CPD](#) events programme and [consultancy](#) assignments.

Reporting to the Director of Business Development, the Partnerships Manager will play an important role in delivering the Education Landscape project. We're on a mission to empower SME businesses with the knowledge and resources they need to understand and leverage the education sector to their advantage (through the [Education Landscape Guide and Index](#)). You will build strong partnerships and support industry bodies to cascade and embed the Guide and Index with SMEs in their network. As well as spotting commercial opportunities, you will have a project coordination role in our DfE-funded support for employers, helping them to plan and host T Level industry placements.

### Core duties and responsibilities

- **Research and intelligence:** Build on SDN's mapping exercise of business intermediaries in England including business support networks, trade associations, professional bodies, LEPs, growth hubs and chambers, to provide a prioritised view of how to engage with SMEs across industries and regions. Collect and share intelligence from these groups to shape SDN's engagement and partnerships strategy.

- **Engagement and relationship management:** Through 1-2-1s, drop-in sessions and other channels, build, nurture and maintain relationships with these industry bodies, supporting them to cascade and embed the Education Landscape Guide and Index as part of their communications, advice and support for SMEs. Work with these organisations to generate referrals to other industry bodies, expanding reach and impact.
- **Project management:** Contribute to the effective management of projects and programmes across the business – in particular, in the delivery of SDN's support for employers to host T Level industry placements. Tasks include (but are not limited to) action planning, coordinating with staff and associates, report writing, risk management, research, and creating output / resources.
- **Business development:** Identify and explore new opportunities with industry bodies and business networks – spotting potential bid and tenders, introducing them to SDN's wider work and making strategic links with SDN's other programmes.

### Wider contribution to SDN

SDN is and has always been a virtual organisation with all staff and associates working from home. Our culture is based on trust and flexibility, with a strong and long-term commitment to employees and their families health and welfare. Staff will have freedom to operate and innovate with SDN's overall strategic framework and goals.

- Where possible, directly contribute to SDN's customer-facing and fee-earning activities, and proactively contribute to the growth and success of the business.
- Demonstrate commitment to your own continued professional learning and development, including pursuing relevant qualifications and accreditation.
- Work in a collegiate and supportive manner with all the SDN core team and associates.
- Identify process improvements and ideas that improve SDN's working environment and productivity.

### Person specification

This role would be ideally suited to someone with a strong technical education background with strong business development and partnership skills (e.g. a former employer engagement/business development manager from a training provider or college, or someone from a sector/industry body skills background, for example).

Attribute	Description	Essential / Desirable
Knowledge	A strong understanding of apprenticeships and technical education in England.	Essential
Knowledge	A strong understanding of employer workforce development and the role of business networks and trade bodies.	Essential

Experience	Creating and maintaining effective partnerships with customers, employers, industry bodies and business networks.	Essential
Experience	Managing and delivering successful projects	Essential
Skills	Effective coordination and partnership management with colleagues, partners, stakeholders and clients	Essential
Skills	Collecting, processing and analysing intelligence and data	Essential
Skills	Presenting in meetings and online events	Essential
Skills	Strong writing and editorial skills with the ability to communicate succinctly and clearly	Essential
Skills	Information and communication technologies, in particular Microsoft Office, SharePoint and Teams to a high standard	Essential
Behaviours	Enterprising, entrepreneurial, proactive in taking the initiative	Essential
Behaviours	Flexible, collaborative, commercial approach appropriate to working in a small, agile team	Essential

Qualification	Relevant apprenticeship, degree or professional qualification	Desirable
Qualification	Evidence of continuous professional development	Desirable

Applications will only be accepted from UK nationals residing in England.