

PARTNERSHIPS MANAGER

Job Description & Person Specification

Job Description

About Transform Scotland

Transform Scotland is the national campaign for sustainable transport. We are a registered Scottish charity, founded in 1997.

We are a membership organisation of around 70 NGOs, community groups, transport companies, local authorities and others who all support walking, cycling and public transport as an essential means of combating climate change, improving public health and tackling inequality.

Our activities include public affairs, speaking out in the media, building partnerships and alliances, events, research and issuing a wide range of publications that aim to influence policy at all levels.

1. General description

- 1.1 This post will develop and manage partnerships with private and public sector bodies in order to generate new income sources for Transform Scotland.
- 1.2 We offer the chance to work in a small, busy and friendly team where you will be able to make a real difference to transport, climate change, health and inequality in Scotland.
- 1.2 You will report to, and be line managed by, the Director of Transform Scotland.
- 1.3 This post is not currently responsible for line managing any staff but is expected to support and supervise any staff, volunteers & contractors involved with delivery of relevant projects.
- 1.4 The post will be based in Transform Scotland's office at 5 Rose Street, Edinburgh. Home working may be possible by agreement with your line manager.

2. Main duties

- 2.1 Deliver Transform's income generation strategy and work with the Transform team in the delivery of the strategy. This will include:
 - Creating a compelling case for support for Transform Scotland's work.
 - Identifying, cultivating and managing a portfolio of high-value partnerships and providing excellent stewardship and relationship management.
 - Delivering and reporting on agreed benefits and outcomes in order to retain long-term continued support.
 - Developing a high-profile case study portfolio of our partnership work to showcase and attract new clients.
 - Co-leading commercial contract negotiations.
 - Account management and project management for commercial work.
 - Managing a pool of specialist, independent contractors to deliver commercial work.

- Ensuring compliance for income generation activity complies with legal and regulatory requirements.
- 2.2 Develop and implement a plan for engaging with relevant Transform Scotland members as potential sponsorship partners.
 - 2.3 Work with the Director to support business development for Transform's social enterprise arms, Transform Consulting and Transform Creative.
 - 2.4 Implement our legacy fundraising strategy.
 - 2.5 Report on progress to the Director, and, as required, the Board of Directors.

3. Additional duties

- 3.1 On occasion, and as required by the Director, assist with grant writing and general administrative duties necessary for the organisation's operation.

.....

Person specification

1. Essential

- 1.1 Proven skills in establishing corporate partnerships, identifying business opportunities, and generating significant levels of income.
- 1.2 Understanding of fundraising trends within the private and public sectors.
- 1.2 Proven skills in project management, management of contracts and verification of other consultants' work.
- 1.3 Excellent written and verbal communication skills including report writing and client liaison.
- 1.4 Attention to detail and the ability to deliver contracts on time and to budget.
- 1.5 A client-focused approach, excellent interpersonal skills and the ability to form collaborative partnerships.
- 1.6 Knowledge of fundraising procedures and record-keeping in line with the Code of Fundraising practice, charity legislation and GDPR.

2. Desirable

- 2.1 Experience of the transport sector.
- 2.2 Experience of working with consultants and delegating technical aspects of contracts to specialist consultants.
- 2.3 Experience of social enterprise (business) development.
- 2.4 Experience of creating and delivering high-quality funding applications and proposals.
- 2.5 Corporate fundraising experience within a small to medium charity.