

JOB DESCRIPTION and PERSON SPECIFICATION

JOB DESCRIPTION	
Job Title:	Education Relationships & Service Development Manager
Team:	Referrals and Partnerships Management (part of Chief Growth Officer Team)
Reports to:	Head of Referrals and Partnerships Management
Role Purpose:	Responsible for the development and implementation of the strategy to grow and enhance relationships with specialist schools and colleges across all areas of Achieve together's services (including the management and development of relationships with existing specialist schools and colleges) as part of the organisation's growth strategy
Scope:	<ul style="list-style-type: none"> • Responsible for Achieve together's national approach to partnering with specialist schools and colleges, including the plan to address gaps and forge new relationships • This includes oversight and objective assessment of all existing schools and colleges relationships • Where required, provide back-up support to others in the Referrals and Partnerships Management team
Key Responsibilities:	<ul style="list-style-type: none"> • Scoping and mapping the current landscape of Achieve together's existing relationships with specialist schools and colleges. This involves undertaking an objective assessment of the strength of existing relationships including (but not limited to): <ul style="list-style-type: none"> ○ An assessment of pathways from schools / colleges into the specialist care sector ○ An assessment of existing relationship strengths / weaknesses, including key / critical internal and external stakeholders ○ An assessment of current referral patterns • Scoping and mapping the national landscape of all specialist schools and colleges across England and Wales • Developing the national approach for Achieve together to approach its relationships with specialist schools and colleges, including: <ul style="list-style-type: none"> ○ Identification of geographical gaps where Achieve together does not have strong relationships and developing the plan to address this ○ Identification of: <ul style="list-style-type: none"> ▪ Key existing relationships to develop, enhance and improve ▪ New strategic relationships to pursue and establishment of local relationships and referral pathways • Planning and implementation of the National Approach • Owning and leading the establishment, enhancement and development of relationships, being the key Achieve together resource for the management of the relationship and the resolving of any issues. This includes being the point of contact for operations teams in the managing and resolving of local issues. • Lead on the internal and external communications for Achieve together's educational relationships development strategy • Collaborate with the Head of Marketing and Communications to deliver and present an annual calendar of focused transition events

	<ul style="list-style-type: none"> • Support with the writing of content for any appropriate frameworks, tenders and bids relating to our transition services • Support your Operational colleagues in the development of their existing and new services through a combination of stakeholder feedback and local competitor benchmarking research • Collaborate with your peers in Operations, Marketing and Finance to develop future opportunity models which drive additional revenue and funding streams
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PERSON SPECIFICATION

Skills and Experience:	<ul style="list-style-type: none"> • Strong track record in working closely with, or within, schools / colleges • Strong track record in a business development role / capacity • Excellent project management skills, including experience delivering projects and managing cross-functional internal and external teams • Experience in the development of business cases • Proven track record of working on a number of simultaneous projects at different stages • Senior operational leadership experience with extensive experience in the health & social care sector • Excellent leadership and communication skills • Excellent relationship development and negotiation skills • Analytical and data analysis skills • An understanding of organisational risks, including legal, financial, people, quality and property • Excellent IT literacy, including proficiency with Microsoft Office suite
Competencies:	<ul style="list-style-type: none"> • Work in a way that reflects Achieve together's vision, purpose and values and promotes best practice • Uses initiative, works autonomously, is delivery focussed and takes accountability for themselves • Ability to manage a busy diary and deliver against a challenging set of priorities • A willingness to travel across the UK, including nights away, as required • Ability to work within a team environment, but also to be able to work independently • Ability to develop strong relationships and partnerships with key stakeholders (internal and external) • High emotional intelligence • Ability to work in in an agile environment