Person Specification: PARTNERSHIP AND ENGAGEMENT MANAGER – EDUCATION

Please highlight how you meet the selected person specification by completing the table below and submit alongside your CV and covering letter.

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| **Skills and Abilities** | **Evidence** |
| Exceptional communication skills – both written and verbal |  |
| Accurate self-awareness to adjust communication styles to different audiences |  |
| Very strong negotiation and influencing skills, with ability to robustly handle challenging situations in a professional manner |  |
| Understanding and commitment to diversity, inclusion and equal opportunities |  |
| Ability to work under pressure, and to balance conflicting demands and meet tight deadlines |  |
| Proven use of IT systems and high level of competency in the use of MS Office incl Excel, Word and PowerPoint |  |
| Ability to draft agreements (from template) or contracts with good attention to detail |  |
| Ability to explain ideas/concepts in a clear and evidenced way |  |
| Well-developed management skills |  |
| Ability to create and commit to personal development plan |  |
| Ability to influence, persuade and manage individual differences and group dynamics using appropriate techniques and communication strategies to gain acceptance of ideas and plans  |  |
| A clean UK driving license and ability to use own car to travel to meetings is needed for this role – *a ‘yes’ or ‘no’ response is only needed* |  |
| **Knowledge** |
| Understanding of relationship management techniques  |  |
| Have a good knowledge and experience of working alongside or within the education sector  |  |
| Breadth of understanding in marketing and sales tactics |  |
| **Proven Experience** |
| 5 years of industry related experience i.e. education, sport and physical activity |  |
| Track record of developing positive & productive working partnerships. |  |
| **Personal Disposition** |
| Solution and outcome focussed |  |
| Passion for self-development  |  |
| Passion for sport, physical activity and Physical Education |  |
| Strong desire to excel at whatever task is at hand |  |
| Adaptable and flexible interpersonal style to help build collaborative working relationships  |  |
| Personal integrity and the ability to invoke trust and respect from others |  |
| Self-motivated and personally accountable for own performance  |  |
| Resilient, particularly in response to failure or challenge |  |