



# Projects and Partnership Manager

**Salary: £28,250**

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Engaging Education is a dynamic, ambitious organisation that is at the forefront of delivering specialist, creative solutions. We are committed to ensuring we deliver a service that is above and beyond our clients' expectations.

We strive to innovate and constantly improve the service we provide.

## Position Overview

This is a key strategic role in ensuring we fully understand our clients' needs and ambitions. The Projects and Partnership Manager will act as the facilitator between the client and the EE teams, ensuring we meet and exceed our clients' aims and expectations.

The Projects and Partnership Manager will work with high-value clients, from large Multi Academy Trusts to national organisations, ensuring we deliver an exceptional service and quality outcomes.

The role demands the ability to work at a very high level, experience and understanding of the industry and the ability to communicate with multiple stakeholders in large and complex organisations.

Key to this role is the ability to establish positive and productive relationships to ensure we have the following for each client:

- A detailed understanding of the client in terms of context and background.
- An understanding of the landscape the client is working within.
- A detailed understanding of the key aims and objectives.
- A detailed understanding of the short, medium, and long terms aims.
- A proactive and planned approach.

The Projects and Partnership Manager will work internally with creative teams to develop and promote the very best innovative solutions for their clients.

The role is to give clarity to the EE team and monitor outputs against targets, ensuring quality outcomes.

## Key Responsibilities

### Project Management

- To fully understand their clients in terms of context, background and deliverables.
- To produce a strategic contract plan for each client in line with EE guidelines and expectations including:
  - a summary calendar
  - a client profile
  - an outline of key deliverables including deadlines
- To be the day-to-day contact point for the client.

- To collaborate with the Team Leads in order to ensure we develop and deliver the best possible solutions for our clients.
- To work with the Team Leads and the wider team to ensure clarity in terms of deliverables, and to monitor and manage workflows.

### **Quality Assurance**

- To work with the Team Leads to ensure quality and consistency in outputs.
- To produce regular analysis for the client and internally in line with EE expectations.
- To follow all EE protocols and processes across each project to ensure consistency and quality.
- To ensure that we deliver quality contracts for our clients by:
  - measuring impact against clients' aims and objectives.
  - ensuring the contract returns value for money for the client and for EE.

### **Team Briefing**

- To take individual ownership in understanding client requests and preparing detailed and clear briefs for the team.
- To prepare detailed client/project briefs for all teams to give contextual background to ensure clarity and promote innovation.
- To deliver regular feedback to the team on client needs and developments.
- To share best practice.

### **General**

- To produce timely and accurate project reports for internal feedback and QA reviews with a particular focus on impact delivery.
- To ensure the team is fully briefed regarding client background, needs and targets.
- To prioritise and manage multiple projects simultaneously.
- To adhere to the values and ambitions of the company.
- To ensure you access the full resources of the EE team in order to innovate and deliver outstanding solutions to your clients.
- To maintain your personal professional development in order to gain insight and further understanding of the sector.
- To respond to client requests promptly and appropriately.
- To undertake any other duty as assigned commensurate with the salary and the post.