



# Projects & Partnership Manager

**Salary: £32,500 - £33,625 (Banding Scale Point 1-2)**

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We are not just a creative agency. We are Engaging Education.

We are experts in creative services, working with local authorities, businesses, Multi Academy Trusts (MATs), national organisations, charities, schools and more to create campaigns that transform lives.

We're looking for a dedicated, highly organised and forward-thinking Projects & Partnership Manager to join our middle-leadership team.

## Position Overview

We are a dynamic and ambitious organisation at the forefront of our sector in delivering specialist, creative solutions. We strive to constantly innovate and aim to provide an exceptional service to all of our clients.

With an ever-growing national and international portfolio and significant demand for our services, our Projects & Partnership Managers are critical in delivering a superb client experience. You will be the sole facilitator between our clients and internal EE team of 35 creative experts to develop and promote innovative solutions.

## This is an exciting opportunity for someone who:

- Has a proven track record in building, maintaining and exceeding client relationships.
- Is keen to apply their project management knowledge in an energetic, sector-leading team.
- Wants to work on projects that make a real difference to lives across the UK.
- Loves to balance multiple projects and workflows, responding immediately to evolving needs and can think fast in client-facing situations.
- Is able to independently lead, motivate and inspire others, and embodies the EE values in everything they do.

## Key responsibilities include:

- Fully understand your client portfolio in terms of context, challenges, opportunities and key deliverables.
- Collaborate with other members of the EE team and strategically plan for each client, ensuring you achieve their KPI's.
- Be the sole day-to-day and long-term contact point for the client – establishing and maintaining excellent relationships built upon trust, professionalism and personality.
- Collaborate with our Middle Leaders and Company Directors/Advisors in order to ensure we develop and deliver the best possible solutions for our clients; breaking barriers and pushing ourselves to maintain our position as sector leaders.
- Work with the creative Team Leads, other Projects & Partnership Managers and the wider EE team to ensure clarity in terms of deliverables, KPI's and to consistently monitor and manage studio workflows.
- Take full ownership for delivering client satisfaction with an innovative and independently driven approach.
- Work with the creative Team Leads to ensure quality and consistency in outputs.
- Produce regular analysis for the client to demonstrate impact and, crucially, drive further improvements.

- Contribute towards the continued growth of EE by becoming part of our middle-leadership group – proposing and driving new company initiatives.
- Communicate with clarity across the EE team on all key aspects including client priorities, individual projects and deliverables through all forms and channels (written and verbal).
- Ensure all projects are delivered on time, to budget and exceeding expectations using all tools available (including our bespoke project management system).
- Prioritise and manage multiple projects simultaneously whilst demonstrating resilience to ever-changing urgent requests and needs.
- Demonstrate the EE values in absolutely everything you do.