**Candidate Information**

**Partnerships Manager, Strategic Partnerships**

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| **Salary:** | Grade H:£31,683.00 |
| **Hours:** | Full time hours: 37.5 hours per week  We are very happy to discuss a compressed hours working pattern. |
| **Contract:** | Permanent |
| **Disclosure:** | PVG Scheme membership is not required |
| **Bases:** | Edinburgh/Blended. Homeworking and regular visits to Sustrans Scotland Office in Edinburgh. Initial homeworking is expected due to office closures during C19 restrictions. |
| **Travel:** | There will be occasional visits to partner offices in sites across Scotland, as required. The post holder may also be expected to occasionally work on a flexible basis including some overnight stays, and will be asked to travel as sustainably as possible. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of work their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Project Specific Information**

Sustrans’ Strategic Partnerships Programme embeds officers with local authorities, regional transport partnerships (RTPs) and national organisations to achieve Sustrans’ vision of a society where the way we travel creates healthier places and lives for everyone.

The strategic partnerships programme facilitates a strategic approach to active travel infrastructure development and enables efficient use of investment to increase walking, cycling and wheeling. It does so in five key ways:

1. Facilitating a strategic approach to partnership work.

2. Adding capacity to plan and deliver high quality active travel projects.

3. Identifying and developing funding opportunities.

4. Building connections to ensure a collaborative approach with stakeholders and through community engagement.

5. Influencing through sharing knowledge, expertise and evidence.

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| **Where this role sits in the Sustrans Scotland structure:** |  |

The post holder will sit within the Strategic Partnerships Team and will report to the Head of Strategic Partnerships. The post holder will receive support, training and development through the charity. Key Relationships for the post holder will include but not be limited to, Heads of department, managers, senior project officers across Sustrans Scotland and with the Bike Life Scotland delivery team.

**Job Description - About the Role**

**Overview**

The purpose of this role is to develop and manage partnerships with key local authorities facilitating a strategic approach to active travel infrastructure development, making it easier for everyone to cycle, walk and wheel for their everyday journeys.

The post holder will develop and manage a team of embedded Senior Project Officers working within the partner local authorities and delivering in partnership with a broad range of local stakeholders to develop and deliver local Active Travel Strategies, Visions and Plans.

The post holder will work with internal and external partners to build the team’s knowledge and capacity around inclusive programme design and delivery. In this respect, working to ensure that our partnership programmes are for everyone and do not have unintended consequences for disadvantaged population groups.

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| **Where this role sits in the structure:** | Line manager: Head of Strategic Partnerships, Strategic Partnerships at Sustrans Scotland.  Internally, the post holder will work closely with the Strategic Partnerships management team and other members of the Strategic Partnerships team. The post holder will work cross departmentally with Heads of, managers and senior officers within the following teams: Behaviour Change, Infrastructure, Network Development, Design & Engineering, Research and Monitoring, Business Development, Communications & Policy, Digital & Marketing, PMO and a variety of Sustrans Scotland and UK wide staff.  Externally the post holder will work with Local Authority, Regional  Transport Partnership, Partner Organisation staff and will work with local and national government representatives and decision makers.  This role has line management responsibility. |

**Key Responsibilities**

Delivery of the below projects or services:

1. To develop and manage partnerships with five local authorities in Scotland, working to facilitate a strategic approach to active travel development.
2. Building strong relationships with key personnel and task managers within the partner LA ensuring projects to achieve shared objectives.
3. To grow and develop a team as part of an expansion of the Strategic Partnerships team to enable us to support delivery in priority areas in Scotland.
4. To line manage, support and advise embedded officers within priority local authorities to help develop and deliver their Active Travel Strategies, Visions and Plans.
5. To work with internal and external partners to build knowledge and actively advocate and support inclusive programme design and delivery, working to ensure that our programmes are for everyone.
6. Manage the delivery of complex, multi-partner projects at a senior level, ensuring projects are delivered to deadline and within budget
7. To bring Senior Project Officers embedded in local authorities together regularly to communicate key organisational messages and facilitate learning and a team approach.
8. To manage the budgets associated with the local authority strategic partnerships.
9. Develop creative ways to facilitate team and partner learning e.g. through site visits to exemplar projects.
10. To work with the team to support the development and delivery of Bike Life in Scotland in partnership local authorities.
11. To work with internal Sustrans teams (Networks, Places for Everyone, Behaviour Change and Design and Engineering) to achieve shared objectives and facilitate connections to coordinate Sustrans expertise and resources to benefit local developments.
12. To ensure reporting to the Senior Leadership team and Transport Scotland in line with agreed deadlines, and agree financial working and reporting arrangements.
13. To work with RMU to ensure that monitoring and evaluation of the programe is implemented to ensure that impact is measured and reported.

**Business Development**

1. To work with Head of Strategic Partnerships, Partnership Managers and Business Development colleagues identifying opportunities to develop partnerships with local authorities to facilitate a strategic approach to active travel development.
2. To help map and analyse city and city region governance structures in Scotland, particularly in education, planning, transport, health, economic regeneration and land use.
3. To work with Head of Strategic Partnerships to plan the effective cultivation of relationships to achieve Sustrans Scotland’s mission and goals.
4. To build opportunities for internal cross team working
5. To strengthen existing relationships and build new relationships with key partners and potential partners.
6. To work with key partners and Sustrans managers to help generate new and repeat business based on Sustrans Scotland’s Priorities
7. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities within Scotland.

**Communication and marketing:**

1. To work with the Scotland Communications and Policy Team and UK Digital & Marketing colleagues to ensure the development and delivery of a robust communications plan for the partnerships team.
2. To support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans Scotland’s profile.

**People management**

1. To manage, develop and coach direct reports by setting clear objectives and monitoring performance to maximise their potential.
2. To work with HR to ensure that training and development of staff is planned effectively and in line with business need.

**Training and development:**

1. To attend essential Sustrans training as required by the Charity.
2. To ensures own personal development by working to objectives set as part of the Charity’s appraisal process.

**Health & safety, safeguarding and equality, diversity & inclusion:**

1. To support and comply with the organisation’s policies for the management of Health and Safety.
2. To support and comply with the organisation’s policies for the management of safeguarding.
3. To support and comply with Sustrans policy and procedures relating to Equality, Diversity & Inclusion and apply principles of best practice in own role.

**Network:**

1. This role may have additional responsibilities as a member of networks of colleagues working on Sustrans-wide oversight of strategic communications and business development.

**Other:**

1. To undertake any other duties consistent with the nature and grade of the role as agreed with the line manager.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Project management: Substantial experience of delivering complex, multi-partner projects at a senior level to deadline and within budget. | ✓ | ✓ |
| Substantial experience of managing and developing staff | ✓ | ✓ |
| Experience of leading relationships with funding bodies | ✓ |  |
| Experience of managing budgets | ✓ | ✓ |
| A proven track record in networking and partnership development | ✓ | ✓ |
| Extensive experience of both proactive and reactive problem solving. | ✓ | ✓ |
| **Skills and Abilities** |  |  |
| Ability to persuade and influence key stakeholders and decision makers | ✓ |  |
| Strong effective leadership skills: Ability to motivate and enthuse others | ✓ | ✓ |
| Diplomacy: excellent negotiation and influencing skills | ✓ | ✓ |
| Ability to function on own initiative with limited supervision, prioritising own workload | ✓ |  |
| Ability to multi-scan and link strategic thinking to day to day issues. | ✓ | ✓ |
| Self-starter with the ability to work to a great extent on own initiative with limited supervision | ✓ |  |
| **Specific knowledge required** |  |  |
| Knowledge of built environments and their impact on participation in active transport | ✓ | ✓ |
| Understanding of the various impacts that active transport can have on the health of individuals and communities | ✓ |  |
| Knowledge of relevant legislation and best practice relating to active transport modes | ✓ | ✓ |
| IT literate (knowledge of word-processing, databases, spreadsheets packages, internet and website usage) |  |  |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies. Sustrans health and safety information will be shared with the newly recruited candidate during the induction process.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Senior leadership often requires their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.