

Job Description

Black Prince Trust

Community Programmes & Partnerships Manager

JOB TITLE:	BPT Community Programmes & Partnerships Manager (CPPM)
RESPONSIBLE TO:	BPT Chief Executive Officer (CEO)
SUPERVISING:	BPT Community Officer; BPT Football Development Officer; BPT Basketball Lead
SALARY:	£[34-36]k per annum
TERMS:	5 days / 35 hours per week M-F 28 days Holiday PA Non-contributory pension scheme Hours variable (flexible hours preferred)

JOB SPECIFICATION

- Manage and develop the strategic delivery operations of BPT to deliver an optimal social impact agenda across the range of BPT's Social Impact Strands
- Manage and develop all on-site and off-site delivery partners to maximise social impact
- Oversee all BPT funded programmes
- Manage the BPT Community Manager, BPT Football Development Officer; BPT Basketball Lead
- Work alongside the BPT Business, Site & Operations Manager (BSOM) to manage and develop all BPT strategic partners
- Jointly support (with BPT CEO & BSOM) all BPT appointed consultants including fundraising; Training & Development; Health & Wellbeing; M&E; PR & Comms etc.
- Support the BPT CEO to manage and optimize the function of the BPT Advisory Board
- Manage and develop a sustainable fundraising strategy for BPT
- Manage, implement and improve the designated BPT Measurement & Evaluation monitoring system

- Work alongside the BPT CEO and BSOM to implement and develop the BPT Social Impact Strategy
- Work alongside BPT BSOM and CEO to develop income streams for BPT via fundraising, sponsorship, commercial initiatives etc.
- Develop the BPT brand across a number of sporting strands including basketball, boxing, football, multi sports etc – and also across the Health & Wellbeing and Training & Development agendas

Specific tasks include:

- Oversee and support the BPT Community Officer, BPT Football Development Officer; BPT Basketball Lead to help them achieve their strategic and personal objectives
- Manage funded programmes with support from BPT CO, maintaining good relationships with funders, creating and sending reports and ensuring spreadsheet is up to date with budgets and deadlines.
- Ensure that the wider staffing team (permanent and sessional staff) are operating effectively and efficiently
- Work closely with the BPT strategic consultant pool (eg Health & Wellbeing, Training & Development) to ensure that BPT is receiving maximum input and achieving value for money
- Oversee and evolve the BPT funding strategy with the funding consultant and ensure the BPT team is supporting the fundraising effort
- Explore improvements to the BPT M&E systems and where appropriate develop Theory of Change analysis etc
- Work with the BPT BSOM and CEO to develop budgets and funding proposals
- Support the BPT BSOM regarding leases, licenses and partnership agreements to ensure that maximum social impact is being delivered via partners.
- Work alongside the BPT CEO and BSOM to develop the wider BPT strategic initiatives including fundraising; Training & Development; Health & Wellbeing; M&E; PR & Comms etc.
- Support the BPT BSOM in managing the BPT PR & Comms strategy including a cohesive social media strategy and website management.
- To manage and support the wider BPT Team and assist with the organization and co-ordination networking events, media events and launches etc.

- To help identify and apply for additional income streams including sponsorship, commercial opportunities, partnerships etc
- Prepare monthly community updates for the website and newsletters, with the support from the wider BPT team.
- Analyse M&E and build into a community report to present to the Board Committee on a quarterly basis.
- To act as BPT Safeguarding Designated Officer alongside BPT BSOM (level 3 training will be provided)
- Represent BPT at conferences, seminars etc

Required Skills:

- Pro-active self-starter.
- Can operate under minimum day to day supervision with limited levels of support.
- Experience in managing people.
- Experience in managing budgets.
- Report writing.
- Well organised and can prioritise work accordingly.
- Personable and approachable.
- Strong written and verbal communication skills.
- Community driven.
- Demonstrates Partnership mind-set.
- Experience in the Sport for Development sector.
- IT Competent.
- Knowledge and understanding of Measurement & Evaluation systems at the Hub (specifically Upshot).
- Experience in researching and preparation of fund-raising applications.