# Partnerships & Impact Manager Job Specification

## Salary Band £28-32k

This is an exciting opportunity to join an award-winning and dynamic Edtech organisation whose mission is to make a difference in the lives of children and young people in the UK and beyond.

Our mission is to equip and empower our voters with the knowledge, curiosity, and motivation they need to be responsible and proactive citizens of the future.

The purpose of this role is to support our Head of Partnerships & Impact with our partner relationships and to ensure that the voice of young people is having a genuine impact in the wider world.

**Role description:**

- As part of our Partnerships & Impact Team you will be responsible for maximising the impact of our weekly VoteTopic data. You will source and record meaningful feedback on the vote results from influential individuals and organisations so our children know their voices are being heard.
- You will work closely with the Head of Partnerships & Impact, supporting them in their work, and with the wider team; particularly to develop partner relationships, share our data and use digital communications.
- On a weekly basis you will reach out to our partners, wider contacts and the media with our weekly Data Reports.
- You will draft and disseminate our own termly and annual Impact Reports.
- You will be involved in project management, for example for our Student Voice Awards
- Represent VotesforSchools at events or on panels eg Democracy Network or the Youth Counter Terrorism Advisory Board



**Be informed.**



**Be curious.**



**Be heard.**

**Essential candidate skills & experience:**

- Experience of networking and building relationships with a range of partners.
- Exceptional communication, presentation and interpersonal skills. Able to listen and build a rapport.
- Strong time-management skills, including experience of working to regular deadlines, able to stay on top of multiple, varied projects and relationships. Adept at balancing short-term demands with longer-term goals.
- Solid administration skills with an ability to keep records with close attention to detail.

**Essential candidate qualities & values:**

- A passion for inspiring youth voice and promoting democracy.
- You enjoy building connections with like-minded people and organisations.
- A keen interest in the news and current affairs on a UK and global level.
- You take ownership of your work and enjoy working collaboratively and contributing to a supportive team.
- You are innovative and open to taking on additional responsibilities as the organisation grows.

**Desirable candidate criteria:**

- Experience using Google Drive components (e.g. Gmail, Google Docs, Google Sheets etc,) and Airtable or other database.



**Be informed.**



**Be curious.**



**Be heard.**

- Experience in creating social media assets and using social media channels
- A sound awareness of the key issues affecting children and young people today, including the education sector.

**What we offer:**

- Flexible working, including the possibility of working from home full-time
- 28 days' annual leave, plus bank holidays & an additional week over Christmas
- Opportunities to collaborate on cross-departmental projects
- A sociable, friendly, and supportive Team
- Ongoing professional development.

**How to apply:**

- Please send a copy of your CV and a cover letter (max. 500 words) explaining why you would excel in this role to our Head of Partnerships, penny@votesforschools.com

- The closing date for this position is 5pm on Wednesday 29th June. You will be notified about an interview no later than close of business on Thursday 30th June.

**What to expect:**

Our interview process is split into 2 parts:

- First interviews will be conducted online on Monday 4th and Wednesday 6th July..



**Be informed.**



**Be curious.**



**Be heard.**

- Those then shortlisted will be invited to complete a task in their own time in preparation for a second interview. These interviews will take place in person on 13th and 14th July at our offices in London Bridge (Covid-19 circumstances permitting).




Demtech Ltd T/A: VotesforSchools
CRN 09940208, registered in England and Wales
33 Lowndes Street, London, SW1X 9HX
Office Address: Unit LMLF 2.4, The Leather Market,
Weston Street, London Bridge, SE1 3ER