

## **Job Description – Training and Partnerships Manager**

Would you like to join a small but mighty charity, working as part of an inspirational team delivering real change for women and girls? Are you passionate about working to save lives and stop economic abuse forever, whilst creating significant growth in our earned income? Do you want to harness the power of training to transform organisational responses to economic abuse? We are looking for a Training and Partnerships Manager who can support us to lead and review a growing training function, generating significant income for the charity whilst shaping its direction and bringing life to our values.

**Reporting to:** Head of Impact and Partnerships

**Reports:** Lead Trainer, Training and Partnership Officer

**Location:** Home based

**Salary:** £35,000

**Contract:** Permanent

### **About the role**

As our Training and Partnerships Manager, you will help shape an exciting new role dedicated to leadership and management of an income generating function with incredible potential to transform responses to economic abuse. The Training and Partnerships Manager will need to live our values as you undertake a review of the function which will shape its direction – whilst simultaneously focusing on strong growth in income generating activity. Building on an existing track-record of managing training/income generating activity, you will also be responsible for the day-to-day operational support of a growing team. The creation of this role marks a significant new investment in the training and income generating function, reflecting growth in partnership working, training sales and potential to further expand our offer.

### **Key responsibilities**

#### Strategy and Leadership

- Responsible for driving growth of training income, ensuring SEA secures monthly income generation targets.
- Develops new partnership and nurtures existing relationships to meet training goals.
- Leads a cross-organisational rapid-review and makes recommendations on how the training function is organised at SEA in the future.
- Leads the training function, working across SEA to ensure coordination and consistency in the training offer.
- Responsible for the development and implementation of training strategy in collaboration with team members and external partners.
- Manages training budget and resources, working closely with team members with responsibility for corporate fundraising and finance.
- Keeps up to date with best practice in training and domestic abuse sector to support innovative and relevant training.
- Creates spaces for continuous reflection and adaptations to SEA's training strategy.

#### Management

- Line manages the training team, including Lead Trainer and Training and Partnership Officer.
- Supports the Lead Trainer in managing Training Associates.
- Recruits team members and ensures they receive high quality induction and on-boarding, working alongside other members of the team.
- Plans training team structure and adapts roles as necessary to meet organisational goals.
- Facilitates regular training team meetings and supports day-to-day decision-making and problem-solving.
- Supports and motivates team members to meet objectives, manage workloads, nurture strengths and support wellbeing.
- Models SEA's values and behaviours

#### Operations

- Contributes to annual operational planning, working with others to determine priorities, roll-out plans and deadlines.
- Works alongside the Lead Trainer to ensure the quality of training delivery, including ensuring appropriate safeguarding mechanisms are in place.
- Coordinates regularly across teams and functions, particularly with the specialist team (re. women's sector and financial services training offer)
- Project manages the delivery of training projects and high-value training bookings with support from the Training & Partnerships Officer.
- Leads SEA's training marketing approach, supporting team members to prepare marketing plans and materials.
- Works with SEA's Finance manager to ensure all financial rules are followed, and income and expenditure is correctly allocated within management and funder reports.
- Ensures the team have a robust pipeline of training leads which are converted into sales.
- Supports the team to develop training and consultancy proposals for high-value sales opportunities.
- Represents SEA effectively to convert high-value training sales leads and opportunities into bookings.
- Manages and mitigates risks, including any complaints.

#### Monitoring and Impact

- Monitors performance against training income forecasts and pipeline, with reporting and analysis support from the Training and Partnerships Officer
- Works with team members to ensure the evaluation of training and the creation of appropriate evaluation processes and feedback mechanism.
- Ensures continuous improvement and adjustments as training function grows.

#### Essential skills and experience

- Track record in developing and executing successful training strategy within the charity sector or similar field (e.g. public sector, corporate social responsibility, vulnerable customers)
- Experience of converting high-value income generating activity into sales, ideally within the charity sector
- A commitment to the values and feminist ethos of SEA
- Experience of managing a team

- Experience of developing and monitoring a strategy
- Strong planning and problem-solving skills
- Ability to work independently and motivate a team in a fully remote environment
- Ability to network and build partnerships with a range of stakeholders across corporates/private sector, statutory bodies and charity sector