

# HEL<sup>OA</sup>A

Partnerships Manager (Non-Commercial)  
January 2024



## About the team

The Partnerships Team is responsible for the development and growth of HELOA's relations with other associations, organisations, statutory bodies and government, recognising their vital strategic importance to the Association. The HE sector is rapidly changing and HELOA has a key role to play in representing the views and work of the Association with a greater sector profile and influence.

## What is the role?

The role of Partnerships Manager supports the work of the UK Vice-Chair (Partnerships) to maintain existing partnerships as well as growing a number of new partnerships, as outlined in the HELOA strategy and the Partnerships Framework.

The Partnerships Manager is an appointed role lasting for 3 years, and the appointed person must be a member of HELOA. On average you will commit a minimum of 1 hour per week to the role and there will be peak periods in terms of stakeholder groups, meetings, events and activities which require a higher level of engagement.

This is a great opportunity to work in partnership development at a strategic level, network with key organisations within the sector as well as develop skills and knowledge in HE sector policy and changes. The post holder will also network with colleagues across HELOA through regular meetings, shared projects and collaborative working.



## **What will you get to do?**

In this role you will:

- Relationship manage non-commercial partnerships on behalf of HELOA and its members, working towards common objectives and identifying new opportunities to collaborate together.
- Have the opportunity to network with a wide range of organisations across the sector.
- Represent HELOA on key stakeholder groups with partner organisations.
- Work with the Partnerships Team and wider UK Committee to implement HELOA's strategic goals.
- Work closely with the Partnerships Manager (Commercial) and the Training team on the Business Expo and Partner-related activities for National Conference.
- Work with HELOA's Groups to ensure partners support their activities and share updates and insight.
- Work closely and keep regular contact with the UK Vice-Chair (Partnerships) and the Partnerships Team to identify partnership opportunities and develop and implement the Partnerships plan.
- Review and develop with partners annual agreements in line with framework.
- Review partner information on the website and provide regular updates and content to the communications team as per the communication plan.
- Provide reports to the UK Vice-Chair (Partnerships) on current activities in time for each UK Committee meeting, and prepare an annual report on activities undertaken.
- Attend meetings/conferences on behalf of HELOA and deputise for the UK Vice-Chair (Partnerships) as required.
- Support the management of the Partnerships Team inbox, documents and folder structure.
- Undertake additional responsibilities if requested by the UK Vice-Chair (Partnerships).

## **What will you get to learn?**

- Relationship Management across a range of organisations on behalf of a charity.
- Greater understanding of HE policy and organisations within the sector.
- How to raise awareness of HELOA within the sector through networking and partner liaison.



## What are we looking for?

- Someone who is interested in building working relationships across the sector.
- An individual who is good at networking and able to engage with a wide variety of audiences.
- A team player who can work collaboratively across the Partnerships Team and wider UKC to deliver on our commercial and non-commercial partnerships.
- Someone with good attention to detail and strong communication and organisational skills.

## Reporting

The Partnerships Managers will report to the UK Vice-Chair (Partnerships). Attendance at quarterly UK Committee meetings is encouraged and attendance at the annual National Conference is compulsory. The Partnerships Team meets monthly and attendance is encouraged.

## Remuneration

Roles with HELOA are undertaken on a voluntary basis. HELOA covers all travel, accommodation and sustenance costs for UKC meetings. Attendance at national conference is compulsory for this role, and a funded place will be provided for the duration the individual is in post. This place will be given in lieu of the responsibilities undertaken to support partners and sponsors attending and the national conference team.



## What is being a Partnerships Manager like in practice?

Kate Venables, the Outgoing Partnerships Manager (Non-Commercial), shares her experiences from her time in the role.



Volunteering in the Partnerships Manager role has provided opportunities to build and grow relationships with a wide range of supporters, strategic partners and sponsors.

Some of the key relationships of the Non-Commercial Partnerships Manager includes:

SLC, Unitasterdays, Save the Student, Zero Gravity and IDP Connect.

Regular meetings, at mutually convenient times, are agreed to share best practice, updates from both parties, and opportunities for partners to support members.

The Partnerships Team has a very collaborative way of working and National Conference is a core event in the Partnerships Team calendar. It is a fantastic opportunity for our partners to engage with members at the Business Expo, delivering workshops and networking opportunities. The whole Team works closely to confirm arrangements with partners and fellow UKC Teams to ensure successful planning and delivery.

UKC meetings are a great opportunity to build your professional network across other institutions in the UK, share best practice and gain professional development opportunities.

I'd really recommend anyone applying looking to:

- work collaboratively with a wide range of stakeholders;
- gain a great personal and professional development opportunity;
- work with a fantastic Partnerships Team (and wider UKC Team);
- confidently speak to a range of people on behalf of HELOA's members;
- develop creative opportunities for partners to engage with members.

**For more information about the role, please contact:** [partnerships@heloac.ac.uk](mailto:partnerships@heloac.ac.uk)