

Post Title: Collaboration and Partnerships Officer, You've Got This (South Tees Place Partnership)

Salary: £34,000

Hours: Full-time (37 hours) per week. Flexible working will be required (including evenings and weekends).

Location: South Tees (Middlesbrough and Redcar and Cleveland), based at Eston Leisure Centre

Contract: Fixed term until 31st December 2027

Responsible To: Active Lives Strategic Lead, You've Got This (day to day basis, with line management through the host organisation Redcar Eston School Sport Partnership)

Purpose of the Post:

This role plays an important part in the effective and efficient functioning of You've Got This (YGT), the Sport England South Tees Place Partnership. Building and maintaining collaboration and resilient partnerships sits at the centre of our approach to influencing change and meeting our vision of Active Lives as a Way of Life. The postholder will be responsible for the day-to-day development and management of external relationships across the programme, including coordinating partnership structures, engaging new organisations in the programme, planning capacity building and training initiatives, coordinating the work of communication partners and external contract with delivery partners.

Duties and Responsibilities:

1. Play a valuable role in the delivery of the pioneering You've Got This initiative by developing and managing the relationships with our partner organisations, known as our "Ambassadors", and other stakeholders.
2. Maintaining The Exchange, our partnership structure, and overseeing its future development, including the formation of Ambassador-led topic-focussed groups.
3. Taking day to day responsible for the management and development of other partnership groups, including liaising with partners to agree work programmes, agenda setting and action planning.
4. Working with other team members, engage with new organisations, supporting them to build a value of physical activity and become embedded within the programme.
5. Support the development and delivery of YGT's capacity building and training programmes, including Agility in Complexity and Motivational Interviewing, including liaising with providers, promoting programmes and organising courses.
6. Coordinate external communications with our comms partners to ensure consistent, timely and purposeful communication of YGT messaging.
7. Support wider awareness and understanding of the purpose of YGT through taking a key role in the organisation of conferences and events.
8. Proactively represent the YGT Team at meetings and events, identifying opportunities to engage organisations with the programme and demonstrating how the work of YGT can contribute to the achievement of other priorities.
9. Contribute to the management of external commissions and contracts through leading on the completion of Delegated Powers and Delivery Partner Agreements.

10. Provide support to the Programme Director to manage the financial aspects of the programme.
11. Provide a level of administration support where this is needed to ensure that the programme runs effectively.
12. Other duties in line with the overall level of the post as may, from time to time, be identified by the Programme Director.

PERSON SPECIFICATION		
	Essential	Desirable
QUALIFICATIONS:		
1. Good general education	X	
2. Relevant Level 3 or above qualification		X
KNOWLEDGE, EXPERIENCE & SKILLS		
1. Understanding of the benefits of physical activity to health, well-being and quality of life.	X	
2. Empathetic to the needs of partners and professionals and the work in their context, whilst being able to maintain the values of the programme.	X	
3. Demonstrable experience of convening, developing and coordinating partnerships within a community or other setting.	X	
4. Developing and managing communication with a range of organisations from different sectors.	X	
5. Planning and organising events and/or conferences.	X	
6. Representing a programme or organisation in external settings, such as events and meetings.		X
7. Experience of managing relationships with commissioned partners.		X
8. Knowledge and experience of Council approval and financial systems, including the Delegated Power process.		X
9. Computer literate – MS Office, MS Excel, MS PowerPoint, Outlook.	X	
10. Good oral and written communication skills	X	
11. Ability to work constructively as part of a team, understanding responsibilities and own position within these	X	
12. Resourceful and able to take the initiative and also prioritise workload	X	
13. Flexible and adaptable	X	
14. Creative, confident and self-motivated	X	