

Job Description

Job Title Partnership Network Manager	Role Band O2
Purpose of Role <p>To lead the delivery of a programme of work to transform our approach to third party contracting. Initially this will require research and scoping of relevant members, partners and networks to develop an effective approach to establishing a core network of providers with relevant and demonstrable expertise to deliver work on behalf of Co-operatives UK. Providers are likely to be co-op specialists, and or specialists in fields key to supporting members and the wider objectives of CUK.</p>	
Key Responsibilities / Accountabilities <p>Develop and own a programme plan for how Co-operative UK engages third party providers to support members and beneficiaries of our business support services. Specifically:</p> <ul style="list-style-type: none"> • Undertake initial research to map member and wider sector needs against existing provision to create a gap analysis of the problem. • Decide which of these gaps will be filled through direct recruitment or upskilling of the existing CUK team to become part of our core competencies. • Design and implement a plan to seek out and build relationships with a network of providers to fill the remaining gaps. These may be: <ul style="list-style-type: none"> ○ Self-employed/zero hours contract people who work with the client in our name. ○ Associates we use on a full commercial basis more loosely either as individuals or firms (seen as other to CUK, but working in partnership) ○ Individuals or firms supporting our work on a less than commercial basis such as internships, training, pro-bono, goodwill or as part of their own CSR activity. • Design and implement an updated system for taking in member enquiries and assigning these either internally or through a network of associates. • Create a standardised, rolling approach to contracting, terms and price books so Co-operatives UK can manage the transaction in a financially sustainable way and members know: what is on offer, at what price point. <p>Manage delivery of the programme cycle through the entire development cycle, leading on the overall work programme, stakeholder management and reporting, specifically:</p> <ul style="list-style-type: none"> • Lead and motivate a cross-functional project team to deliver the network system vision • Proactively reduce dependencies, remove blockers and manage risks to ensure that the project progresses at pace, meets deadlines and remains within budget • Maintain and manage project documentation and plans, ensuring that they are always up to date, adhere to policies and that all project control activities are carried out • Set and measure relevant product goals and success metrics to ensure they meet their intended needs. 	

Establish productive relationships, partnerships and networks and specifically:

- Build relationships with project sponsors, stakeholders and involved members
- Keep staff and other interested parties up to date with progress and issues and ensure their feedback is captured and considered

Responsible to: MT

Responsible for: Project budget | Project Owner of relevant Squad.