

*NOTE This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job Holders should be consulted over any proposed changes to this job description before implementation.*

**JOB TITLE:** *Corporate Partnerships Coordinator*  
**REPORTS TO:** *Corporate Partnerships Team Manager*  
**DEPARTMENT:** *Corporate Partnerships, External Relations*  
**GRADE:** *NG4*

***PURPOSE:***

This post is responsible for supporting the generation of commercial income through the delivery of B2B products to clients including consultancy; bespoke short courses; Degree Apprenticeships; Industry led collaborative research (including Knowledge Transfer Partnerships) and contract research. The post holder will provide responsive, effective and efficient administrative support to both coordinate the bid submission and, if won, the delivery of service.

***PRINCIPAL ACCOUNTABILITIES:***

1. To provide outstanding operational support to colleagues from across the Corporate Partnerships team in the administrative support for the pre and post award aspects of their activities
2. To coordinate all necessary documentation for the submission of proposals for new and repeat business, using standard processes and in partnership with the Contracts and Commercialisation team and, where appropriate, Research Finance
3. To provide effective management of all live project documentation, ensuring that client commitments are being met and relevant reporting procedures are adhered to
4. To work closely with Research Finance and credit control to ensure that clients are billed both effectively and efficiently – and in line with University protocol and procedures
5. To provide a single point of contact for enquiries relating to live projects within the portfolios of the Corporate Partnership Managers
6. To be responsible for the generation of promotional material and the team's online content – in partnership with the central Marketing and Communications team
7. To provide effective administrative support to the efficient running of team and potentially, cross University Enterprise meetings/formal committee structures
8. To design and deliver corporate events to support the promotion of the University of Westminster being the 'first choice destination for local, national and international employers looking for mutually beneficial partnerships with Higher Education'

9. To ensure that key successes for the unit are effectively recognised and celebrated through existing and appropriate communication channels
10. To ensure that client records; systems and databases are managed and maintained to the highest accuracy in a timely and efficient manner
11. To promote the regular exchange of accurate data between academic colleagues and the Corporate Partnerships team
12. To undertake any other duties as appropriate within their competence, as required by their Head of Unit from time to time

## **CONTEXT**

Employer partnerships support the University's endeavors in a wide range of ways. In particular, they are critical for the development of skills that help to prepare our students for graduate level employability, for the enhancement of our academic curriculum and portfolio, and for the development of our income generating business to business relationships. They have not hitherto been coordinated effectively across the University, and their impact has not been maximised.

The Corporate Partnerships team forms part of the External Relations unit within the Communications, Recruitment and External Affairs department. The team will work closely alongside four other departments (Development; Alumni Relations; Short Courses; and Contracts and Commercialisation) to deliver an integrated approach to the University's relationships with its key external stakeholders.

The Corporate Partnerships team will be expected to form strong working relationships with the senior leadership teams of the Colleges, as well as colleagues from within the University's Research Office.

## **DIMENSIONS**

This role will be expected to manage a varied workload with some direct supervision.

There will be numerous and often competing deadlines that the post holder will need to manage. The post holder will also be expected to support key External Relations activity which may include some unsocial working hours at peak periods.

PREPARED BY..... DATE.....

	<b><i>Essential Criteria</i></b>	<b><i>Desirable Criteria</i></b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> </ul>	
<b>Training and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an administrative function</li> <li>• Working knowledge of economic/social context and related challenges within the HE sector</li> <li>• Significant experience of working with CRM database</li> <li>• To have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a UK HEI</li> <li>• Experience of Salesforce</li> <li>• Experience of working in an income generation environment</li> </ul>
<b>Aptitudes and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal, networking and verbal communication skills and proven credibility in engaging senior internal and external stakeholders</li> <li>• Demonstrable experience of effective relationship building</li> <li>• MS Office proficiency and experience with Excel spreadsheets</li> <li>• Customer focused approach</li> <li>• Ability to analyse and synthesise information from multiple sources to prepare engaging and persuasive materials for both internal and external audiences</li> <li>• Knowledge or understanding of DPA/GDPR</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither</li> </ul>	

	<p>tolerated nor acceptable</p> <ul style="list-style-type: none"> <li>• A proven record of working cooperatively and flexibly as part of a team</li> <li>• Demonstrate the ability to work to high professional standards and tight deadlines.</li> <li>• The ability to work sensitively with a wide range of stakeholders</li> <li>• Strong oral and written communications</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• The post holder will be expected to work unsocial hours on occasion/at peak periods</li> </ul>	