



Job Description

Partnerships Coordinator

Hours of work: Full Time (37.5 hrs)

Annual Leave: 30 days plus bank holidays FTE

Salary: Up to £26,000 per annum

Employed by: Involve Kent

Responsible to: Interim Head of Engagement and Partnerships

Based: Hybrid. Remote work available with a minimum of 2 days per week at Involve Head Office, Turkey Mill

Purpose of the job

This role will provide support with contract coordination of our VCSE delivery partners across Kent and wider. Ensuring KPI target achievement monitoring and risk management. You will build and nurture strong relationships with the VCSE, maintaining a directory of services that maps voluntary sector provision across Kent. Additional support will be offered to the sector via the West Kent Health and Care Voluntary Sector Alliance, which you will provide administrative support for where funding allows.

Key tasks and responsibilities

Delivery partner coordination:

- Coordinate partners who are subcontracted by Involve to deliver services for Adults and Children and Young people across Kent and wider, ensuring that the contracted work they deliver is high-quality, meets targets and is contract compliant.
- Monitor to ensure the network of delivery partners achieve the KPIs and outcomes of the contract through guidance, support and raise issues and concerns with senior management.
- Support the Data, Impact and Evaluation lead with processing relevant partner data when required.
- Ensure partners achieve contract requirements such as a Safeguarding and Environmental Sustainability policy and action plans and operate safer recruitment practice.

- Collect safeguarding data bi-monthly for Director of Services Involve safeguarding board report.
- Ensure a smooth client journey across the network, including developing process and dealing with issues that may arise.
- Ensuring that the partnership is linked and opportunities for networking and sharing practice are facilitated.

Voluntary Sector support:

- Work with the VCSE to populate and maintain an online directory of services
- Support West Kent Health and Care Voluntary Sector Alliance, booking venues, promoting events, developing agendas and other administrative support
- Provide support to the Interim Head of Engagement and Partnerships in relation to Involve's engagement activities and initiatives, as needed.
- Proactively manage your own health, wellbeing, and resilience
- Any other tasks appropriate within the role

<u>Person Specification</u>	<u>Essential</u>	<u>Desirable</u>
Excellent communication and organisation skills	x	
Ability to work flexibly and respond to changing priorities	x	
Able to build and sustain strong relationships with voluntary sector organisations	x	
Confident, pro-active and able to work autonomously	x	
Work with a 'can do' approach, showing flexibility, positivity and a responsive approach	x	
Commitment to equality, diversity and inclusion	x	
Good knowledge of basic Microsoft Office (Outlook, Excel, Word)	x	
Ability to work to tight deadlines in a fast-paced environment	x	
Driving licence and use of a car, willing to travel across Kent and wider	x	
Experience of working with the voluntary sector	x	
Experience of working with volunteers		x