

BROADWAY ACADEMY

JOB DESCRIPTION: PARTNERSHIP ENGAGEMENT MANAGER

JOB ROLE: Partnership Engagement Manager

PAY SCALE: Grade 4, spot point 34

Post Holder:

RESPONSIBLE TO: Headteacher

Responsibility:

You will take responsibility for managing and running the mentoring scheme along with connecting young people on to the Duke of Edinburgh through Broadway Academy /Adventure Plus, other Adventure activities and other appropriate projects. There will be a particular focus on supporting those young people who may be at the risk of offending. This will involve a number of tasks and duties including interviewing and matching young people coming onto the scheme with appropriate mentors, attending various meetings and promoting the scheme to partners and prospective partners, along with providing an administration function including monitoring progress and accurate financial record keeping.

General Duties:

- Support young people who may be at risk of offending by assessing and matching mentees to mentors, regularly reviewing progress and dealing with mentors and mentees with any difficulties or issues that may arise within the scheme.
- Liaise with prospective and existing referring agencies including local businesses to promote the scheme and ensure appropriate information is shared.
- Liaise with Schools across Ladywood and Perry Barry constituencies as well as private sector businesses.
- To take responsibility for managing and running the mentoring scheme along with connecting young people on to the Duke of Edinburgh and Adventure Plus activities.
- Provide a sound administrative function including good record keeping, finance records and writing regular reports.
- Assist in developing the scheme in both its scope and reach within Birmingham
- Identify possible further sources of funding and to lead and assist in making applications where appropriate.
- Develop Mentoring Programme that connects trained volunteer mentors from different professions to schools across the local schools network and work with them to help raise aspirations of pupils to better fulfil their potential.
- Liaise with main education-business brokers across Birmingham including City Council, National Careers Service, Department of Work and Pension, Careers and Enterprise Company, as appropriate.
- Model and promote the core values of the Academy and Police and Crime Commissioner.
- Be a role model for students, inspiring them to fulfil their potential.
- Attend and contribute to whole school meetings or training and accurate record keeping.
- Attending meetings and promoting the scheme to partners and prospective partners.
- To carry out any other tasks which are deemed to be appropriate in regard to this project in consultation with your line manager.

This job description may be reviewed periodically and may be subject to amendment or modification. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School and Partners in relation to the post holder's professional responsibilities and duties.