

JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Local Partnerships Manager	Salary: £37,265 - £44,708 per annum
Grade: 5 Contract Length: 2 year fixed-term	Location: Central Saint Martins / Kings Cross Hours Per Week/FTE: 35 / 1.0 FTE Weeks Per Year: 52
Accountable to: Director of Innovation and Business	Section: CSM/ Innovation and Business
<p>Purpose of Job</p> <p>Central Saint Martins (CSM) is a world-leading centre for arts and design education. Its reputation stems from the creative energy of its staff and students and the achievements of its graduates nationally and internationally. The nine programmes at CSM explore the boundaries of their discipline. Students and staff are continually alert to new ideas, and are curious and restless in developing beyond the expected norms of their subject, so emerging work is at the forefront of its area. CSM also sits at the heart of London's creative scene, and Europe's most dynamic cultural destination and one of the UK 's most significant innovation districts at King's Cross (KX).</p> <p>CSM's relocation to KX in 2012 has opened up a range of new opportunities for the college and our staff and students to collaborate and work in partnership with local businesses and organisations, as well as, neighbouring communities to positively contribute to the innovation agenda as well as, the civic and cultural life of the area.</p> <p>The purpose of this role is to develop, expand and realise these opportunities and to drive the implementation of a dynamic, local partnership strategy for the College in order to enhance our knowledge exchange, teaching and research activities. This role will also be instrumental in developing ambitious programmes of work that align CSM/UAL strategic aims with the UK Government's Industrial Strategy and regional development priorities. Working within the College's Business and Innovation team to develop and deliver a range of knowledge exchange, commercial & cultural initiatives, and funded partnerships in collaboration with staff, students and other organisations within the local boroughs of Camden and Islington and beyond as required.</p>	
<p>Main Duties and Responsibilities</p> <p>Development of Local Partnership Programme & Networks</p> <ul style="list-style-type: none"> • To drive the development and delivery of a local partnerships strategy, assisting the Director of Innovation and Business in the continuous development and management of the local engagement programme and plan for the College. • To work with academic teams in the development and delivery of local engagement initiatives and projects within the context of relevant UAL, CSM and Academic Programme-level Knowledge Exchange strategies and plans. • To support the development of strategic local initiatives for the college involving the development of consortia based and multi-partner projects. • To develop and present proposals and funding applications to a range of external organisations ranging from businesses, public sector, cultural, community and third sector organisations to institutional funding bodies, in order to secure funding for proposed activities. • To drive new business from local partnerships, working with CSM business development managers, creative producers and academics to maximise the value, number and delivery of initiatives. • To cultivate strategic networks and partnerships and to represent the CSM in key local networks and forums eg KX Knowledge Quarter and Urban Partners. 	

Management of Internal Stakeholder Relationships, Agendas & Processes

- To work with senior managers and UAL's Industrial Strategy Manager to respond to and align KE activities and funding opportunities with the Government's Industrial Strategy white paper as well as, other relevant institutional and regional funding programmes eg Innovate UK, GLA etc
- To co-ordinate with relevant teams across college and university to ensure excellent internal and external communication to raise CSM's profile and work in the local area and with relevant sector bodies and partners
- To build and maintain good relationships with College partners in the area, building on CSM's strong reputation for knowledge exchange in the areas of: social innovation, cultural & creative excellence and participatory approach as well as, commercially-led innovation and creative consultancy services and practice-based action research.
- To align opportunities with college academic and knowledge exchange strategies particularly in relation to building partnerships that have potential to develop learning outcomes and accreditation
- To actively contribute to fundraising and bid writing briefings, strategy meetings, development-related events and related activities.
- To ensure that all funded projects have the processes and resources put in place to meet the compliance needs of both CSM/UAL and the funder, and that CSM/UAL maximises the institutional value of these projects.
- To attend internal and external functions for the purpose of cultivating prospects. These may occasionally require working evenings or weekends.
- Working closely with other UAL units responsible for bid writing and funding applications where appropriate
- Ensure effective record-keeping as well as opportunity identification is maximised.
- To undertake any agreed line management responsibilities as appropriate, including the annual appraisal process.

Other Duties

- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To work with the Innovation and Business team and colleagues across the institution to ensure that all projects are contracted and invoiced appropriately in accordance with both CSM systems and University protocols.
- To perform such duties consistent with your position as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the post.
- To commit to the University's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post.
- A commitment to your own development and that of your staff through effective use of the University's appraisal scheme and staff development processes

Key Working Relationships: CSM Innovation & Business, CSM Academic programmes, CSM External Relations, Events and Infrastructure teams, UAL Academic Enterprise, Knowledge Exchange Committees, Legal, Finance

Resources Managed:

Budget: Budgets related to funding bids or commercial activity

Staff: Creative Producer, Local Engagement (TBC)

Other: Resources as appropriate

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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

Person Specification	
Specialist Knowledge/Qualifications	<p>Relevant undergraduate and/or postgraduate qualification.</p> <p>Knowledge of HE sector and HE funding specifically relating to Knowledge Exchange</p> <p>Knowledge of national and regional creative industries.</p> <p>Knowledge of Industrial Strategy and related national and regional economic development policies/strategies - (desirable)</p>
Relevant Experience	<p>Entrepreneurial flair and new business development experience - including the ability to seek out opportunities with new partners and fostering on-going relationships.</p> <p>Demonstrable track record of building and managing partnerships and consortia-based projects and initiatives.</p> <p>Demonstrable understanding and track record of current arts funding, creative industry and/or regeneration funding, and the motivations for engagement with arts and creative sector in this context.</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p>

Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Last updated: 25th January 2017