Partnership Manager
£33,437 - £41,025
Kings Heath Park House
Working 36.5 hours per week

Birmingham Parks Service is looking to recruit a suitably qualified, experienced, and dynamic individual to complement and complete the existing senior management team. The role will involve identifying and securing external sources of income to support and enhance service delivery across the wider Park Service. This will include developing commercial opportunities as well as securing grant income. You will also provide an advisory service to the Park Service and partners on all matter relating to nature conservation, biodiversity and sustainability issues. The role will also be the key link between the Service and Birmingham Open Spaces Forum and Park Friends Groups.

Requirement of the role include

- Must have a full driving licence
- There will be a requirement on occasions for out of hours attendance at meetings e.g. Ward Committees, Friends Groups and other user groups. This is also likely to include attendance at various events on parks.

For informal enquiries please contact Joe Hayden 0121 675 0936

Ref: PL2122017

Closing date: 28 July 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Place Directorate

Job Description

JOB TITLE: Partnership Manager  GRADE: 5
SECTION: Parks and Nature Conservation
DIVISION: Sports, Events and Parks

JOB PURPOSE:

1. To actively seek and manage on behalf of the service all external funding opportunities/bids relating to parks and the green environment.

2. To manage and apply for grants and oversee the compliance of any relevant conditions of grants, including the delivery of work programmes.

3. To provide an advisory service to the Parks Service staff on all nature conservation, biodiversity and sustainability issues.

4. To be the main contact officer with Birmingham Open Spaces Forum and local Friends Groups, attending meetings and providing advice and support.

DUTIES AND RESPONSIBILITIES:

1. To set out annual targets to achieve a high level of external funding to support the Parks Service delivery.

2. Investigate and where applicable apply for all external funding opportunities, plan implementation and a programme of works to deliver projects in compliance with funding rules and in liaison with service managers.

3. Liaise with all grant aid partners, including the Wildlife Trust, English Nature, National Trust, National Lottery, Public Health England, Public Health, Sport England and other National Governing Bodies etc., develop and submit grant applications including seeking all necessary approvals for site improvements and activities, ensuring consistent approach to City Council Grant and Financial Procedures in liaison with service managers.

4. Act as the main link manager for the Birmingham Open Spaces Forum (BOSF) affiliated and non-affiliated Friends Groups providing advice on governance and facilitate growth in parks use, local ownership and voluntary works.
5. To manage as required and help to develop site management plans to help facilitate national accreditations such as Green Flag.

6. To develop monitoring programmes to ensure grant applications and conditions of grant aid in respect of all successful awards are fully met over the duration of the grant. Monitoring to include reporting to the grant awarding body in the format they specify to their time deadlines.

7. To be responsible for and manage the financial resources secured through successful grant application and provide timely budget monitoring information to Parks officers and funders as required.

8. To commission or procure goods and services in order to aid practical implementation of the conditions of grant aid / work prescriptions on sites, in liaison with Service Managers.

9. Develop opportunities for volunteering in conjunction with the Parks teams and ensure local communities participate in the management of sites and voluntary work. To capture volunteer numbers and time inputs and report quarterly.

10. Engage with all partners and support Friends Groups etc. attending meetings at times that are conducive to participation.

11. Manage all statistics that reflect third/voluntary sectors input, measuring against service outcomes. To include service planning and annual reports.

12. To record using the model provided all time spent undertaking duties.

13. To represent the Division on specialist bodies as directed by the Parks Services Manager.

14. To work with the Parks Services Manager to provide advice and guidance for the Ranger Service in conjunction with the Ranger Service Manager.

RELATIONSHIPS:

(i) Accountable to: Parks Services Manager
(ii) Key officers reporting to the post:

PHYSICAL CONDITIONS:

i) Hours: 36½ - Flexible in accordance with the supervision of staff

ii) Workplace:

CONTACTS:

Ranger Services Manager
District Parks Management
Tree Manager
Tree Officers
Senior Rangers
SPECIAL CONDITIONS:

Because of the weekend and evening use of the Park (according to Season), it will be necessary for the post holder to work occasional irregular and flexible hours to ensure adequate supervision during evenings, weekends and Bank Holidays as necessary. This requirement is fully reflected within the grade for the post.

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

Birmingham City Council will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age (up to 65).

It is the intention of the City Council that its workforce, at all levels, should reflect the composition of the City's population. To achieve this the Council will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment.
# Person Specification

**JOB TITLE:** Parks and Conservation Officer  
**GRADE:** 5

**DIVISION:** Parks and Nature Conservation  
**SECTION:** Parks Services

## Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test; P = Presentation

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| **EXPERIENCE**  
(Relevant work and other experience) | Experience of working in a Nature Conservation environment.  
Experience of writing and working to site management plans.  
Experience of providing specialist advice and guidance to site managers.  
Experience of working with a wide variety of ‘friends of’ and community groups.  
Experience of leading and developing volunteers  
Experience of managing finances and commissioning and or procuring goods and services | AF/I & P  
AF/I  
AF/I  
AF/I & P  
AF/I |
| **SKILLS AND ABILITIES**  
(e.g. written communication skills, dealing with the public) | The ability to submit grant applications on behalf of the Division.  
Effective organisational and administrative skills using both manual and computer based systems.  
Demonstrate an ability to enthuse and motivate teams to deliver specific goals.  
Positive communication and networking skills.  
Ability to respond to staff and general enquiries in a professional and friendly manner.  
Ability to prepare and present written reports and statistical information.  
Ability to manage financial resources and provide financial reports.  
Skills in partnership working across a wide selection of professionals. | AF/I & P  
AF/I  
AF/I  
AF/I  
AF/I  
AF/I  
AF/I |
| **TRAINING** | A commitment to personal and employee development and a positive attitude to continuing professional development, personal learning and training. | AF/I |
| **EDUCATION/QUALIFICATIONS**  
(NB Full regard must be given to overseas) | | |
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ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY