

## Partnership Development Officer – Job Description

<b>Job Title</b>	Partnership Development Officer
<b>Job Purpose</b>	To communicate with and inspire our Third Sector partners to embrace the concept of partnership working. To promote the use of digital tools, designed for the Third Sector, enabling the development of vibrant local Third Sector communities.
<b>Line Manager</b>	Partnership Development Manager
<b>Responsible to</b>	Partnership Development Manager
<b>Working with</b>	The Senior Management Team of Charitek CIC and other Third Sector and not-for-profit organisations.
<b>Responsible for</b>	Representing the ethos and ambitions of Charitek to all our Third Sector partners. You will become an expert in the use of both BuyCharity and Compass, understanding and explaining the features and being able to translate and communicate the benefits to our potential partners.
<b>Hours</b>	Full Time
<b>Location</b>	Based in South Lakeland but some national travel including stays away from home may be necessary.

### The post holder's main duties will include:

- ❖ To represent the ethos and ambitions of Charitek to all our Third Sector partners
- ❖ To promote, inform and expand the use of the Charitek platforms amongst current and potential partners.
- ❖ To understand and explain the features and be able to translate and communicate the benefits to our potential partners.
- ❖ To produce and deliver presentations to colleagues within the organisation and representatives of other organisations.
- ❖ To work effectively within the office environment, maintaining effective professional relationships and to actively participate in all delivery team and organisational discussions and meetings, providing operational information and perspectives on relevant topics.

- ❖ To have a full and working understanding of our data protection policies and procedures. At all times work safely and in compliance with the Age UK information Governance and Data Protection Policies.
- ❖ To be fully conversant with your responsibilities regarding all document handling and the storing and recording of documents to the Age UK and Charitek policies and procedures.
- ❖ To have knowledge of Health and Safety procedures and adhere to Age UK South Lakeland's Health and Safety policy at all time.
- ❖ To actively participate in the process of "supervision" the frequency of which will be set by your line manager. Also to participate in the annual process of appraisals and review of your personal development plan.
- ❖ To support the Partnership Development Manager in the promotion and development of our platform offers.