

# INDEPENDENT HIGHER EDUCATION

<b>Job title:</b>	Partnerships Manager
<b>Location:</b>	Home based, with regular central London meetings
<b>Hours:</b>	Up to 35 hours per week (part time considered)
<b>Salary:</b>	£33,000 - £36,000 per annum (FTE)
<b>Responsible to:</b>	Director of External Relations

## About:

Independent Higher Education (IHE) is the UK membership organisation and formal representative body which exists to support, develop and promote independent providers of higher education, professional training and pathways.

IHE's 89 members include household names such as the Royal Academy and Le Cordon Bleu, long established independent colleges Spurgeon's College and West Dean College of Arts and Conservation, industry leading technical institutes Futureworks and Academy of Live Technology, new providers the Dyson Institute and TEDI-London, and global education pathway providers Kaplan and Study Group.

[www.ihe.ac.uk](http://www.ihe.ac.uk)

## Purpose of the role:

The Partnerships Manager is responsible for building, developing and maintaining strategic relationships with a wide range of stakeholders. This is a target-driven role with a focus on managing the delivery of partnership strategies, expanding IHE's portfolio of Supporters and Partners, and maximising both financial income and in-kind contributions to shape services and support aligned to our members' needs.

## Duties and Responsibilities:

- Manage the complete partnerships lifecycle, from initial engagement and onboarding to continuous relationship management.
- Analyse market and sector trends to identify emerging partnership opportunities in areas aligned to IHE's strategic objectives.
- Through regular engagement with the Policy Team, develop insights into members' core areas of activity, requirements and support needs.
- Manage relationships with current and prospective IHE Supporters and Partners, establishing new contacts through proactive outreach, developing targeted

approaches, and maintaining regular communication.

- Negotiate agreements and packages, including drawing up contracts and related paperwork with support from the Director of Membership and Operations.
- Oversee the provision of services and execution of initiatives in line with agreed deliverables.
- Working with the Membership and Services Manager, identify opportunities to broker new services for members.
- Working with the Director for External Relations, build strategic alliances of mutual value, developing collaborative initiatives tailored to stakeholders' operating contexts.
- Secure sponsorship and exhibitors for the IHE Annual Conference and other relevant events.
- Working with the Events and Training Manager, support the delivery of IHE events tied to IHE Supporter and Partner agreements.
- Meet agreed KPIs for commercial revenue.
- Maintain comprehensive records to track and evaluate the effectiveness of partnerships and use this data to prepare regular reports for senior management.
- Facilitate communication between internal teams and external partners, coordinating joint initiatives and resolving any operational challenges.
- Represent IHE at external events as part of business development and relationship management activities.
- Increase revenue for the APPG for International Students (for which IHE is secretariat), engaging interested parties in sponsorship and fee-paying supporter opportunities.

#### **General**

- Develop an understanding of IHE Members, their activities and needs.
- Exercise a start-up mindset, including a bias for action, in all of your work – jumping in to help out colleagues when required, reacting quickly and offering ideas beyond your area of responsibility.
- Attend key IHE events, including but not limited to the Annual Conference and AGM, and regular staff meetings held in central London.
- Undertake such other duties as may be required from time to time.

This job description is intended to provide guidelines to duties expected while in post, however it may not include everything and will be reviewed and amended in the light of changing demands.

#### **Person specification:**

##### **Essential**

##### *Experience*

- Evidence of income generation and delivering to agreed KPIs.
- Business planning and budget management.
- A track record of identifying emerging business opportunities and building collaborative stakeholder relationships.

##### *Attributes*

- Commercial awareness and business acumen.
- Excellent interpersonal and communication skills with the ability to quickly establish rapport, credibility and maintain strong working relationships with diverse stakeholders.
- Strong negotiation skills.
- Proficiency in using CRM software to track interactions and manage stakeholder data.
- Ability to work flexibly in a remote environment with minimal direction.
- Self-starting, independent and able to organise and manage own work, within agreed objectives and responsibilities.

#### **Desirable**

- Experience of contract management.
- Experience of corporate fundraising.
- An understanding of the challenges and opportunities in the higher education sector
- Experience of working in a membership body, professional association, or similar organisation.

#### **Other requirements**

- Independent eligibility to work in the UK for at least the next two years.
- Home working experience and adequate remote set up.
- Located within three hours of central London.

#### **How to apply:**

To apply, please send the following to [jobs@ihe.ac.uk](mailto:jobs@ihe.ac.uk):

- Your CV
- A covering letter outlining how your skills and enthusiasm match this role

Please note that we will not consider any applications without a covering letter.

The closing date for applications is **9am on Wednesday 16 July 2025**.

The first stage of interviews will be a short phone call.

Interviews will take place on **Monday 28 July 2025**.

#### **Don't meet every single requirement?**

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. We want to build a diverse and inclusive workplace, so if you're excited about this role but your past experience doesn't align perfectly with everything in our person specification, please do apply anyway.