# Partnership Development Manager- Scotland

**Reporting to: Regional Director**

**Direct Reports: None**

**Salary: £50,867 FTE**

**Location: Home Based – with some business travel throughout Scotland.**

**Hours & Basis:** **28-35Hrs per week**

## About this role:

Based in Scotland, you will play the lead role in finding, completing, and managing tenders and procurement processes. You’ll complete detailed financial analysis of tender and procurement viability ensuring Place2Be’s financial position is always protected including investigating TUPE where necessary.

You’ll also develop and maintain partnerships with funding bodies and commissioners with a view to raising Place2Be’s profile with key stakeholders to ensure we are known across Scotland as the ‘go to’ provider of early mental health support for children and young people. You’ll win new business by being able to communicate with commissioners providing them with the detailed information and impact evidence they need to consider Place2Be a good provider of services.

## Key Responsibilities:

**New Business, Tender and Procurement Management**

* Lead and project manage the tender process in Scotland.
* Research and identify public procurement opportunities from Local Authorities and Health Boards relevant to Place2Be in Scotland.
* Collaborate with internal colleagues, including but not limited to Operations, Clinical, People and Culture Finance, Safeguarding, Legal and Training, to gather information about project capabilities, outcomes, and relevant data to inform proposals.
* Write clear, persuasive, inclusive, and compliant bid proposals aimed at securing contracts funded by public sector bodies.
* Work closely with the People and Culture team to ensure due diligence is given to being able to resource tenders or deal with any TUPE arrangements or issues.
* Ensure all bids align with relevant guidelines, and evaluation criteria.
* Develop and maintain a comprehensive tracking system for public procurement opportunities, submissions, and outcomes updating the central management database as needed (CRM).

**New Service Development**

* Work with clinical and operational colleagues in Scotland to determine potential service delivery and budgets for specific pieces of work.
* Work collaboratively externally and internally to build services which are responsive to the needs of children, young people, families and schools.
* Assess financial viability of projects by creating and analysing budgets for potential services.
* Prepare reports on performance, outcomes, and lessons learned for continuous improvement at a local level.

**Building Sustainable Partnerships**

* Attend meetings and networking opportunities to build your network of stakeholders and commissioners across Scotland, including schools, local authorities, NHS boards, and third sector organisations.
* Maintain knowledge of competitors and market trends.
* Foster relationships with commissioners and other individuals responsible for child and youth services, actively promoting and evidencing Place2Be’s work and impact.
* Support the Regional Director to deepen strategic partnerships with key stakeholders such as Local Authorities, Health Boards and Scottish Government.
* Identify and build relationships with other organisations who have similar goals and ethos to Place2Be, with the view to developing strong partnerships.
* Using data create persuasive marketing material that highlights Place2Be impact which can be used at a local level to engage commissioners.
* Maintain a pipeline of enquiries to Place2Be in Scotland.

**Building Strong Internal Networks**

* Lead the creation of bespoke development plans across Scotland, working with the Director for Scotland, Area Managers and clinical colleagues.
* Work closely with the Area Managers to understand opportunities at a local level, supporting with creating information and connections that will lead to new business being won.
* Develop strong relationships with colleagues across the organisation – including operational and clinical colleagues – in order to anticipate their needs and bring them along in new service, contract and partnership development. Influence at all levels of the organisation and provide constructive challenge where needed.
* Work closely with Finance and Fundraising colleagues to develop plans and engagement with funders, commissioners and school leaders, including planning for the extension and ending of contracts.
* Work collaboratively with the Fundraising team to ensure a coordinated approach to completing bids for funding opportunities.
* Record and maintain Place2Be’s database (CRM) of contacts, correspondence and engagements with key stakeholders, and evaluate the quality of these relationships to inform cultivation strategies and influence planning.
* Provide operational and project management support to colleagues during contract mobilisation and implementation phases and through continuous review of services.
* Collaborate with the other Business Development and Partnerships Managers elsewhere in the UK to share knowledge, experience and learnings.
* Develop an effective communications presence internally to ensure the organisation is aware of the work conducted by the Partnerships Development Manager and wider business development team.
* Ensure development work is aligned with the policy and communications objectives as well as wider organisational strategy.

The job description is a general outline of the job duties and responsibilities and may be amended as Place2Be develops. The post holder may be required to undertake other duties as may reasonably be required from time to time.

## What you will need:

* Proven experience in bid writing or proposal writing, procurement and tender management for public sector contracts, ideally within the charity or nonprofit sector.
* An understanding of the language of public service and procurement.
* Financial literacy with experience of creating costs analysis for tender or bid purposes.
* Knowledge of the education and children and young people’s mental health landscape in Scotland.
* The ability to build positive relationships with external stakeholders for the purpose of partnership working
* Networking skills.
* An ability to create and manage a range of stakeholder relationships.
* Excellent communication and interpersonal skills, including the ability to develop and write well thought through proposals and accessible reports/ briefings.
* A high degree of initiative, flexibility, diplomacy and patience.
* Strong influencing skills.
* An interest in children and young people’s mental health and early intervention.
* An ability to travel throughout Scotland when needed.
* A strong commitment to Equity, Diversity and Inclusion.
* A strong commitment to our values and ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion. <https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values/>.