



*Committed to safeguarding and promoting the welfare of children and young people and expects
all staff and volunteers to share this commitment.*

Partnership Manager

Fixed-Term Contract (12 Months) | 20 Hours per Week (0.5 FTE)

Salary: £46,000 FTE (£23,000 actual)

Reporting to: James Dennett, Marketing Manager

Location: Battle, East Sussex

Purpose of the Role

To develop and deliver a commercial strategy that generates sustainable income through facility lettings, venue hire, partnerships, and community engagement, supporting the School's strategic objectives.

Key Responsibilities

Commercial Income Generation

- Develop and implement a commercial lettings strategy to maximise use of school facilities outside teaching hours.
- Increase income through venue hire, holiday programmes, sports activities, conferences, performances, and community events.
- Identify and pursue new commercial opportunities aligned with the School's values and objectives.
- Monitor market trends and competitor activity to maintain competitiveness.

Marketing & Promotion

- Promote commercial opportunities through targeted marketing campaigns.
- Maintain and develop the commercial lettings section of the School website.
- Produce promotional materials and utilise digital marketing to increase enquiries and bookings.

Partnerships & Business Development

- Build and manage partnerships with businesses, community organisations, sponsors, and other stakeholders, working with the Deputy Bursar, Estates.
- Develop proposals and presentations to secure new commercial opportunities.
- Act as the main point of contact for commercial clients and partners, ensuring excellent customer service and long-term relationships.

Community & Alumni Engagement

- Support alumni engagement initiatives with potential commercial benefits.

Financial Management

- Set and manage commercial income targets and budgets.
- Monitor profitability and provide regular performance reports, forecasts, and recommendations to the Bursar.

Compliance & Risk Management

- Ensure commercial activities comply with safeguarding, health and safety, licensing, insurance, and data protection requirements working with the Deputy Bursar, Estates.

General Responsibilities

- Support the School's ethos, values, and strategic priorities.
- Promote equality, diversity, and inclusion.
- Maintain confidentiality and safeguard the welfare of children and young people.

Person Specification

Qualifications

- Degree-level qualification or equivalent experience.
- Commitment to ongoing professional development.

Experience & Knowledge

- Successful track record in business development, commercial management, venue management, or event sales.
- Experience generating revenue, achieving income targets, and managing budgets.
- Proven ability to develop partnerships, negotiate contracts, and manage commercial agreements.
- Strong understanding of business development, income generation, marketing, customer acquisition, and financial reporting.
- Knowledge of safeguarding, health and safety, and risk management.

Skills

- Excellent networking, relationship-building, communication, and presentation skills.
- Strong commercial awareness, negotiation, and influencing abilities.
- Ability to analyse data, manage projects, prioritise workloads, and work independently.
- Proficient in Microsoft Office and CRM/booking systems.

Personal Attributes

- Proactive, self-motivated, and results driven.
- Professional, confident, and credible.
- Collaborative, adaptable, and customer focused.
- Strong attention to detail.