**THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION**

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| **Job Title:** |
| Partnerships Network Manager |
| **Reports to:** |
| Director of Corporate Services |
| **Job Purpose** |
| * To lead on recruitment and retention of organisations signing up to the Partnerships Network and be accountable for achieving business plan targets * To engage in the development and delivery of events and other network activities to meet specified service commitments in conjunction with colleagues across CIHT * To identify opportunities for cross-sector knowledge sharing across the Partnerships Network that add value for CIHT and partner organisations. |
| **Key Contacts** |
| Public sector organisations, private sector organisations, organisations involved in research and education, CIHT members, Regional Officers, Appian Board members, other professional institutions and societies |

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| **Key Responsibilities** |
| * Recruitment & retention of organisational members to the Partnerships Network * Oversee and engage with colleagues across CIHT in delivering the programme of activities (events and other outputs) set out in our service commitments * To be the first point of contact for interaction with existing and prospective partner organisations, ensuring that they receive a positive experience of engaging with CIHT * To be accountable for the achievement of relevant operational and financial targets * To maintain and build long-term sustainable relationships with partner organisations and monitor the adherence of members to pledges made when signed up to the Network. * To identify, facilitate and promote opportunities for knowledge sharing across the Partnerships Network and with CIHT, both regionally and nationally * To record all significant engagement with partner organisations on the CRM system and support lead generation across CIHT * To provide content for the Partnerships Network e-newsletter produced by the Communications team * To carry out other duties, as required, within the competence of the post holder. |
| **Personal specifications** |
| * Proven ability to build strong relationships and gaining credibility with key individuals and organisations * Track record of building a member network and achieving financial targets * Dedicated, motivated and resilient self-starter * Excellent interpersonal, communication and influencing skills * Well-developed project management skills * Ability to present business information in a clear format suitable for different audiences * Willingness to travel within the UK with some overnight stays * Educated to degree level, or equivalent |

March 2020