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<b>Job Title:</b>	Partnerships Co-ordinator
<b>Reports to:</b>	National Partnerships Manager
<b>Location:</b>	Shaw House, Oxford
<b>Hours:</b>	35 hours per week

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**Job Purpose:**

The Partnership Co-ordinator works with the Head of Partnerships and National Partnerships Manager to establish and develop the Partnership Programme for the Royal Agricultural Benevolent Institution (RABI). Working to identify and strategically develop valuable sector and wider industry collaborations, the Partnership Co-ordinator role is fundamental to the continuing development of RABI's strategic objectives.

**Key Responsibilities:**

- Identify and develop opportunities to engage with prospective strategic corporate partners.
- Support Head of Partnerships and National Partnerships Manager in developing new national partners.
- Recruit new regional partners.
- Work with existing and prospective partners to maximise benefits for both parties, identifying new ways to gain access to expertise and high-quality support.
- Maintain up-to-date knowledge of influences on the agricultural community and propose relevant strategic updates and reports to management as necessary.
- Act as a first point of contact for strategic partners.
- To support the Partnerships team in developing and maintaining a partnership model to focus on maximising the impact and retention of strategic partners.
- Provide subject matter expertise and advice to support the Senior Management Team in developing strategic priorities and projections.
- To lead on delivery of RABI's mental health training, working with RABI's specialist partner to co-ordinate bookings, monitor and evaluate training and reporting, budgeting and invoicing.
- To support with the completion of collaborative working proposals and pitches.
- To attend, contribute and chair where appropriate, meetings, briefings and reviews with existing and potential partner organisations.
- Act as a conduit to introduce partner organisations to other RABI teams as appropriate.
- Supporting on the development of partnership agreements, Memorandum of Understanding and other written documents as required.
- Act as a representative of RABI at events.
- Working with RABI colleagues to collect and track data on the effectiveness of partnerships.

**Person Specification:**

Essential

- Experience of developing excellent relationships with high level corporate organisations.
- Ability to represent RABI and lead meetings with large audiences and partner-based events.
- Significant knowledge and experience of working collaboratively with organisations and stakeholders at all levels.
- Advanced research skills and proven record of environment scanning success.
- Excellent communication skills and ability to understand and translate complex information to a variety of audiences.
- Negotiation and influencing skills and the ability to work with people at all levels with tact and diplomacy.
- Experience of developing and delivering presentations and pitches.
- Excellent organisation skills and the ability to manage own workload and priorities.
- High computer literacy skills including the use of Microsoft Office programmes.
- Ability to travel throughout England and Wales and work unsocial hours on occasion.
- Affinity with the goals and objectives of RABI.
- Project Management experience, including monitoring & evaluation.
- A full UK driving licence.

Desirable

- Farming background or knowledge and understanding of the farming community.
- A network of contacts in the agricultural sector.
- Development of partnership modelling.
- Experience of working in the not-for-profit sector.

**Please note that the responsibilities of this role are not exhaustive and is subject to review in conjunction with the post holder according to future developments at RABI.**

**To apply for this role, please submit your cover letter and CV to [HR@rabi.org.uk](mailto:HR@rabi.org.uk).**

*RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, veteran, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.*