



## **JOB DESCRIPTION**

<b>Role:</b>	Partnerships Manager - Construction
<b>Location:</b>	Bristol (West of England)
<b>Contract:</b>	Full time, fixed term contract until 28 February 2023
<b>Salary:</b>	£35,000 - £38,000 p.a. depending on skills and experience

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YTKO provides innovative, award-winning business and finance support for start-ups and for growth-ambitious SMEs in both the public and private sector. We have a long and distinguished track record of delivering tangible bottom-line results for our clients and are proud of our heritage of absolute equality and diversity in our business base.

Our services are delivered through a blend of training workshops and Peer2Peer action learning cohorts (online and face to face), 1:1 business coaching, mentoring, e-learning and commercial consultancy. We're now looking for a Partnerships Manager – Construction to join our busy team in the West of England to work on an exciting new project to support skills and innovation in the construction sector. This is a Workforce for the Future programme in partnership with the [West of England Combined Authority](#), who also part-fund the programme along with the [European Social Fund](#).

### **Overview of Role:**

The project on which the successful candidate will be work is [Unlocking MMC for SMEs](#) which aims to address skills gaps for traditional SME builders in relation to Modern Methods of Construction (MMC). This is a key role to help traditional construction businesses to become involved in these new methods of house building where a recognised knowledge gap exists.

The successful candidate will help to engage stakeholders within the construction sector by organising events, present at supply chain workshops and help coordinate YTKO's network of partners to raise the profile of the project across the West of England region.

Our project partners – [The Bristol Housing Festival](#) and [MOBIE](#) – will be also working with YTKO to deliver training and skills resources to benefit local SME trades.

Please note that this is a development role with support and guidance provided to the successful candidate.



Working with a small team, the Partnerships Manager - Construction will be expected to undertake the following duties:

**Specific Duties:**

- Manage relationships with training providers, delivery partners, funders and construction employers to support the delivery of the project.
- Liaise with key MMC providers and traditional SMEs to ensure that the training is shaped by, and appropriate for, the industry.
- Attend and present at promotional events to engage stakeholders and potential learners.
- Ensure training delivery is of a high quality across our project partners.
- Supporting the Project Manager to prepare claims and deliver the project governance.
- Act as a role model to other members of the team supporting and providing expertise and guidance where possible.
- Pro-actively develop efficient, trusted and effective working relationships at appropriate levels across a wide range of public and private sector partners and stakeholders, particularly with key partners and represent the service through attending relevant forums and meetings.
- Deliver excellent client service to funders and partners at all times. As a new training provider in this area, we aim to provide high standards to build a respected reputation.
- Pro-actively seek to add value to the service, our clients, funder and partner, and the YTKO Group as a whole.

*Please note the Partnerships Manager may also be called upon to complete a range of other duties for YTKO Group, as reasonably required.*

**PERSON SPECIFICATION:**

**Essential:**

- Graduate or similar with construction industry experience
- Knowledge of stakeholders within the construction and/or the modular housing sector
- Presentation skills
- Experience of working with employers in the construction sector – particularly SMEs and supply chain



- Excellent attention to detail and strong communication skills both verbal and written
- The ability to manage different tasks and take responsibility for completing these tasks in a timely manner
- Leadership skills
- Experience of working with different groups of learners and supporting their needs
- Flexibility, adaptability with a willingness to embrace change and development
- Excellent written and spoken English and highly IT literate, with Excel, Word, and Powerpoint knowledge

**Desirable:**

- Experience of working with FE colleges
- Knowledge and employment and skills plans or social value plans
- Knowledge of public sector funds such as CITB, Adult Education Budget, European Social Fund, European Regional Development Fund etc.
- Experience of working with hard-to-reach communities
- Some knowledge of the West of England construction or skills landscape

If this sounds like you, please click the “Apply Online” button on our website and complete our application form.

YTKO has a strong value set to which all our team have contributed to and demonstrate on a daily basis. We welcome applications from all candidates fulfilling the job requirements, regardless of race, age, gender, sexual orientation, religion or disability, firmly believing that a diverse and inclusive team, underpinned by a great, flexible culture, is fundamental to our success.