



Skills Builder
PARTNERSHIP



Head of Business Development **Briefing Pack**

Introduction from Tom Ravenscroft, Founder & CEO

Hello!

I am really excited to be seeking the newest additions to our outstanding team and want to thank you for your interest in the Skills Builder Partnership.

The Skills Builder Partnership has been growing now for a decade. Along the way, we've grown our work from a single classroom to a global approach linking up education, impact interventions and businesses, working with over 200,000 children, young people and adults in the last year alone.

Where it began

Teaching business studies to Year 10 pupils in Hackney more than a decade ago, I saw that there is something fundamental missing in education. I was worried that my students struggled to listen to one another and articulate their ideas. It didn't seem sustainable that I worried more about their coursework and deadlines than they did – or that the expectation was I would organise them. And what about creativity, or the ability to problem-solve?

This sense was what led me, eleven years ago, to work with a team of other teachers to set up the Skills Builder Partnership (previously called Enabling Enterprise). We knew that building students' knowledge and understanding of the world was essential. But we also felt that it was not enough.

Where we are going

We are scaling a movement, the Skills Builder Partnership, which mobilises schools, employers and impact organisations behind a common mission to build essential skills for all young people and adults. The Partnership is gaining ever-more momentum, with the backing of organisations like the CBI, CIPD, the Business in the Community and more than 100 other leading organisations.

To achieve system change, individuals must have the opportunity to build essential skills in a cohesive and meaningful way no matter whether they are in education, participating in a social impact intervention or in employment. That's why in addition to working with schools and colleges, social impact organisations and employers partner with us to embed a common approach and language. Impact organisations like Harlequins Foundation and the National Literacy Trust partner to embed the Universal Framework into their programmes, while businesses like Network Rail and KPMG are giving employees the opportunity to build essential skills with our support.

Who we are looking for

In this role, you will be scaling our offer to employers; enabling businesses nationwide to use the Skills Builder Framework to underpin their outreach, recruitment, learning & development and sustainability practices. You will secure and maintain the relationships that make our mission possible.

You will problem solve with partners, supporting them to change their internal culture and adopt a whole-business approach to essential skills development.

You will lead and grow our work with employers, creating and strong pipeline of prospective partners, converting leads into thriving partnerships which support the goals of the businesses and move Skills Builder towards achieving our vision of a world where everyone builds the essential skills to succeed.

This opportunity could suit someone with business development or HR consultancy experience, who wants to work with a passionate team to create real impact.

Thanks again for your interest in this role.



London (with potential to explore remote working options)

Do you build outstanding relationships, have strong business development experience, and want to have a real impact by helping transform how the world builds essential skills?

The Skills Builder Partnership is an award-winning social enterprise. Our mission is to ensure that one day, everyone builds the essential skills to succeed – beyond just a set of qualifications. Essential skills are those highly transferable skills that practically everyone needs for any job, but that to date have often been overlooked, presenting a large barrier to social mobility.

To deliver against our mission, we are looking for self-starters with a collaborative, entrepreneurial approach; comfortable influencing stakeholders to make positive change, and with a passion for social impact.

We are leading a partnership that includes over 100 top employers, 450 schools and colleges and 130 skills-building organisations.

Our approach is scaling rapidly as we work towards system change, with backing from sector leading organisations including the CBI, CIPD and the Careers & Enterprise Company. More than 75% of secondary schools and colleges now have a touchpoint with the Skills Builder approach – and our reach is rapidly growing in other settings too.

In this role, you will lead our strategy to enable employers to use the Skills Builder Framework and approach within their internal and external programmes. You will grow the number of employers who are members of the partnership and committed to boosting essential skills across their organisations through direct engagement and by seeking opportunities to form strategic partnerships with membership organisations, national networks and trade bodies.

You will work with employers and infrastructure organisations to enable them to champion consistent essential skills development within their programmes and generate income through partnership development and wider fundraising activities. You will play a key role in achieving system change, harnessing the collective impact of the partnership by identifying opportunities for us to scale our impact and reach.

You will be able to speak and write persuasively and be comfortable working in a fast-paced environment. To deliver on this, you'll be highly organised, managing varied workflows to hit deadlines.

We have big ambitions and your scope to grow, learn and achieve matches that. If you want to benefit from working with an inspiring team, with huge potential for learning, growth and development, we want to hear from you.

What it's like working for Skills Builder – quotes from our Team Survey:

I'm proud to work for Skills Builder, the impact we have and am privileged to be able to work with such brilliant colleagues.

It's always an absolute delight for me to work with just about any member of the team.

My line manager has been brilliant in making sure that our one-to-one sessions are mainly about me and my professional development. This has made me feel even more valued than I already feel as part of the company as a whole.

I'm excited about the new 3-year strategy and the opportunities this will bring to the organisation and to personal development.

I've said it before, I'll say it again: the support I've been getting in line management is simply amazing!

The progress by the team, despite the ongoing uncertainty in the wider world, has continued to be remarkable. Everyone is such a pleasure to work with and so committed to doing their best. I've continued to really enjoy the variety and challenge of lots of different workstreams. This term I've really benefited from the support of others in the team and those who have supported my development and progression. I really feel like my hard work has been recognised and rewarded.



Key responsibilities

(1) Business development

- Having strategic responsibility for employer engagement and the income generated through providing bespoke support to our employer partners.
- Managing the employer engagement pipeline, seeking out corporates and infrastructure bodies (including Local Authorities, sector bodies and membership organisations) that align with our goals.
- Coordinating and delivering the strategy for engaging with new businesses. Creating new partnerships with employers, sector bodies, trusts and foundations, enabling us to work together to further essential skills development.
- Working closely with partners to map out their business needs and identify where the Skills Builder Framework and approach can help achieve their outreach, recruitment and Learning & Development objectives.
- Creating bespoke partnership proposals to enable partners to embed the Skills Builder Framework and approach within their internal and external activities whilst also engaging with us on a strategic level to support systemic change.
- Working closely with the Director of Development and Employer Programmes Manager to ensure the delivery of partnership activities and bespoke support to each key partner.
- Using systems and processes with precision to manage relationships across the team.

(2) Managing existing partnerships

Maintaining and developing relationships with our existing partners by:

- Acting as the account manager for key relationships with employers, infrastructure bodies (Local Authorities, sector bodies, membership organisations), trusts and foundations.
- Communicating effectively with partners and evolving their engagement with us by identifying new opportunities for them to embed meaningful essential skills development within their work.
- Reporting to partners on the impact of their work with us and providing stewardship activities to connect them with the impact.

(3) Fundraising

- Working with the Director of Development and the wider team to scope out new and existing projects to be developed.
- Identifying realistic targets for fundraising proposals and developing funding relationships with trusts, foundations and corporate partners.
- Building sponsorship of Skills Builder's strategic goals into partner's strategic plans.

- Writing and submitting proposals to potential funders.
- Sharing responsibility with the Director of Development and Head of Growth Fund for achieving financial targets across all income streams.

(4) Supporting the Development team

- Collaborating across the Development Team to ensure that we achieve our overall goals, coaching and developing more junior team members.

Technical Skills and Experience

- You have demonstrable experience creating and delivering strategic partnerships with a variety of stakeholders.
- Prior experience of providing consultancy or advisory support to employers would be highly valued.
- Prior experience of corporate, trust or foundation fundraising would be useful.

Essential Skills



Impactfully communicating the Skills Builder vision and our offer through written proposals and face to face meetings will be key to the role. You will communicate adaptively by changing your content depending on the response of listeners. You will speak and write influentially by changing the structure of your points, the examples and facts you use, as well as by articulating a compelling vision that persuades listeners.



Developing tailored partnership proposals and scoping new projects will require creativity. You will generate ideas by combining different concepts. You will develop ideas by considering different perspectives and support others to innovate by evaluating the right creative tools for different situations.



Understanding what our partners and team are trying to achieve is vital for this role. You show you are listening by using open questions to deepen your understanding and summarising what you have heard. You will listen critically and look beyond the way speakers speak or act to objectively evaluate different perspectives.



Managing income pipelines and creating partnerships that achieve multiple objectives for partners will require problem solving. You create solutions for complex problems by evaluating the positive and negative effects of a range of options. You will implement strategic plans to solve complex problems and assess their success, drawing out learning to refine plans over time.



This role requires the management of a full and varied workload, and you need to be someone who gets stuff done – on time, and to exacting standards. You will work with care and attention to detail, making plans that include clear targets to make progress tangible. You will develop long-term strategies taking into account strengths, weaknesses opportunities and threats.



This role requires strong collaboration to achieve our strategic objectives. You will work well with others, understanding and respecting diversity of others' cultures, beliefs and backgrounds. You will contribute to group decision making, encouraging others to contribute and positively influence the team by reflecting on progress and suggesting improvements.



Overcoming setbacks to consistently grow our partnerships requires relentless positivity. You look for opportunities in difficult situations, and create new plans to use these opportunities, identifying risks and gains. You also support others to stay positive, by helping others to see opportunities and creating plans to achieve them.

Benefits

Salary: £45,000 - £50,000

Start Date: As soon as possible

Working hours: Flexible but ideally 40 hours per week. Due to working with partners across England, occasional early starts and evening work will be needed.

Holidays: 25 days per year, plus bank holidays

Location: Primarily London based, with some remote working available. The role will involve some travel to visit partners across the country.

Application Process

Applications should be made via our [online form](#) - on completion of the online application please also send your CV by email to jobs@enablingenterprise.org. This round of applications ends at **9am** on **Monday 23rd August 2021** with interviews taking place on **weeks commencing 30th August** and **6th September**.

Applicants are encouraged to explore our work at www.skillsbuilder.org before applying.



Skills Builder Partnership is a Top 100 Employer. We champion equal opportunities, and actively encourage applications from all qualified individuals.

Our recruitment process is designed to give you a sense of what this role as part of the Skills Builder team would be like. We follow best practice of blind-scoring applications and use the [Skills Builder Universal Framework](#) when assessing candidates' essential skills.