



Partnerships Manager: Kent

Location: Initially based in Thanet with significant travel across Kent

Salary: £27,000 - £28,000 pro rata plus pension dependent on experience

Contract: 14 month contract, 2.5 days per week (0.5 FTE) initially with potential for growth

Responsible to: Senior Programmes Manager

We're a rapidly-growing social enterprise and we run the largest community currency organisation in the world. Our work builds strong, resilient communities and gives people the tools to make real lasting changes in their lives. We are looking for a key individual to join our fun, friendly and busy team. You'll lead on the strategy, growth and development of a new network in Kent, with strong initial focus on Thanet, ensuring we have a vibrant, thriving network that meets the needs of all our members and achieves great impact for members and partners alike. Like everything at Spice, the work is fast-moving, creative and varied and you'll be an integral support for our Kent and Medway delivery teams.

Purpose of Post

The role will lead on the growth and development of a new network of spend partners across Thanet and wider Kent. The main focus of the role is developing new partners and opportunities that will enable Time Credits members in Thanet to access a wide range of opportunities that support positive outcomes, and support Spice's ongoing growth and spend development in Kent. You will lead on spend strategy development and implementation in Kent, working closely with the Senior Programmes Manager and the wider team. You will have oversight of wider spend network management, spend communications and encouragement, and monitoring.

You'll work with the Senior Programmes Manager to develop a strategy for the growth of a new spend network in Kent in order to meet the needs of local projects and Spice's ambitious growth plans. You'll also liaise with the Kent and Medway delivery teams to ensure local spend development is aligned to project priorities and member needs. You'll take a creative approach to growing the spend network, developing new types of spend opportunity and new relationships with spend partners, and meet ambitious targets. You'll also achieve press & PR around high profile partners, raising the profile of Spice as a partner for businesses to reach and support communities.

You'll oversee effective communication with existing partners, making sure they are happy with their experience of Time Credits, and communication and management of spend offers to our members across Thanet and wider Kent. You'll ensure quarterly reporting and annual analysis of spend across the region is produced and shared, and oversee the production of the Time Credits spend brochure and online listings.

Role description

Grow Spend Network in Thanet and wider Kent

- Sign up new spend partners that meet local project targets and needs, working with Spice Project Managers, wider partners and members to identify opportunities to target
- Sign up new spend partners that support Spice growth ambitions – high profile partners and those with regional or national reach, developing strong, mutually beneficial partnerships
- Deepen existing partnerships to expand existing offers or open up new opportunities, including development of innovative and bespoke spend partnerships or opportunities that drive increased spending and raise Spice and partner profiles
- Raise the profile of the Spice Spend Network as an exciting opportunity for businesses to be involved in, through press and PR and partner channels

Develop & implement a Kent Spend Strategy

- Work with the Senior Programmes Manager and the wider team to design a strategy for spend in Kent, including growth plans, communications, network management and analysis of data



- Ensure the spend strategy is implemented through your own work and through strong team working across Kent and Medway

Oversee effective management of the Kent Spend network

- Ensure the effective management of the network, including partner communications, regular network audits and responding to issues or complaints
- Provide leadership and oversight of effective spend communications in Thanet and wider Kent, including spend brochure production, newsletters, marketing materials and social media use
- Support planning and oversee delivery of work to support access to spend partners, including ticket allocation, regional spend trips or trips to new partners
- Ensure quarterly spend reporting across SE England programmes is collected and shared, produce annual SE England spend network report

Provide leadership on Spend

- Provide leadership on spend development, innovation and management, including leading sessions at team days as appropriate or developing and sharing new systems, resources or approaches
- Identify and share with relevant Spice team members new opportunities for revenue generation and future business

Skills and Experience

Essential

Partnership development

- You have proven experience of successful partnership development and setup (in any sector) with external contacts, businesses and services
- You are entrepreneurial and have experience of securing new business and/or generating revenue
- You are able to sell concepts and initiatives to new organisations and individuals
- You are pro-active, dynamic and able to inspire and enthuse others
- You are a creative thinker, able to see new opportunities for collaboration and flex your pitch and approach to build effective relationships
- You are outstanding at building rapport and developing productive relationships
- You are an excellent networker

Management and communications

- You have experience of developing and implementing new processes and systems
- You have experience of developing and/or implementing communications/marketing plans
- You are very IT literate with strong knowledge of the MS Office suite, including Excel, Word and Powerpoint as well as other administrative platforms, including Mailchimp, Eventbrite, etc.
- You are comfortable using social media platforms such as Facebook and Twitter
- You have excellent written and verbal communication skills
- You have some experience of managing and delivering events
- You are confident working independently and can plan and prioritise your own workload to meet agreed deadlines
- You have strong organising skills and can manage information and tasks effectively
- You have proven experience of problem solving and driving improvement

Personal attributes

- You are a team player, as well as being able to work on your own initiative
- You are committed to the vision and values of Spice
- You are creative and entrepreneurial with a can-do attitude
- You are positive and resilient and can see challenges as opportunities
- You enjoy working in a fast-paced environment
- You have a strong eye for detail



- You have a willingness to travel
- You are willing to work outside of office hours on occasion

Desirable

- You have experience or a good understanding of community development models
- You hold a valid driving license with regular access to a car
- You have experience of negotiating deals with corporate partners
- You have experience of working across different sectors to deliver projects
- You have experience of account management with external stakeholders
- You have experience of desktop publishing or design
- You have experience of facilitating workshops or training events

Other Relevant Information

- You will need to be flexible regarding working hours and location. Evening and weekend working will be a small but important part of the role. A driving license is essential.
- This role is subject to an enhanced Disclosure and Barring Service (DBS) check

Remuneration and Contract

Based in Thanet

Salary: £27,000 - £28,000 pro rata plus pension dependent on experience

Contract type: 14 month contract, 2.5 days per week (0.5 FTE) initially, with potential for growth

Responsible to: Senior Programmes Manager

How to Apply:

Please send a CV and covering letter (max two pages) outlining why you are applying and your suitability for the role. The letter should speak directly to the responsibilities, key competencies, skills and experience outlined in the job description.

Applications should be sent to **Mark Caffrey: markcaffrey@justaddspice.org**

Please include your name and 'Partnerships Manager: Kent' in the email subject line. Please make sure your files are named using this convention [FirstnameSurname_CV] and [FirstnameSurname_CL]

Deadline for applications: 10am, 30th August 2017.

Interview dates:

First Interview: 1st September 2017

Second Interview (if invited): 5th September 2017

Please do not apply if you will not be able to make these interview dates, either in person or via video conference by prior agreement. We regret that we will only be able to reply to and give feedback to shortlisted applicants.

Spice is an equal opportunities employer and welcomes applications from all sections of the community. It is our policy to ensure that no applicant for employment at Spice receives less favourable treatment than another on grounds of age, disability, gender, marital status, race, religion, sex, sexual orientation or domestic obligation, or is disadvantaged by requirements or conditions which cannot be shown to be justifiable irrespective of the age, disability, gender, marital status, race, religion, sex, sexual orientation or domestic obligation of the person to whom it is applied.

About Spice and Time Credits

We develop Time Credit systems that value everyone's time, no matter who they are. Time Credits open up new opportunities to try new things, learn, be healthier and have fun. We work with communities of all kinds, across many sectors. We're passionate about the power within communities, and think that we're better at solving problems when we work together. Our programmes embody exciting partnerships between individuals and the public, voluntary and private sectors.



Our growth to date has been underpinned by a simple and understandable core concept and a vision of creating connected and resilient communities. Our work is led by a passionate and dedicated board and staff team and is supported by a core group of funders, champions and allies. Our team is fantastic and Spice is a great place to work and learn. We're growing all the time, making Spice a great place to learn and develop, we are always keen to hear from talented people from all walks of life who are interested in joining our team. Time Credits are a simple concept: for each hour that an individual gives to their community or service, they earn a Time Credit. These credits can then be spent on an hour's activity, help from another individual, or gifted to others.

Our work was founded on the concept of Time Banking: a time-based currency system theorised and popularised by human rights lawyer Edgar Cahn in 1986. In 2003, an Institute was established within the University of Wales, Newport to explore the use of community currencies to support social regeneration in the South Wales Valleys. The Wales Institute for Community Currencies (WICC) began to develop time-based currencies that could be used as a tool within the community sector. When the WICC project finished at the end of 2008, Spice was established to further develop the Time Credits concept. We have experienced rapid growth over the last few years with over 30,000 people are now earning credits with over 1000 organisations using the tool to support their work.

Spice's Core Values

- People are Changemakers: People flourish in communities that value, nurture and harness the wisdom, passion and creativity of all
- Together we work: Strong sustainable communities are built when people, their networks and the agencies that serve them mutually work together
- Change that is meaningful: Investment in communities should be measured against its potential to create meaningful change

The Importance of our Spend Partnerships

Spice is continually growing its projects and partnerships across the UK. Each of our regional teams work across a number of projects in the area to create incredible Time Credit networks. Project Managers focus primarily on the community groups and overall projects, while the specialist function of a Partnerships Manager is to engage those organisations who provide spending activities for the currencies, including the corporate, public and third sectors.



Our incredible array of spending opportunities cover every sector from arts & culture to training, health & beauty to sports clubs so we are open to applications from people from all career backgrounds who would like to make a difference to local communities.

Spending Credits is a way in which people can engage in different activities, develop new hobbies, visit places they may not have been to before and widen their social circle. Spending Time Credits can also assist people in accessing things they either may not have been able to afford previously, or had not thought about spending money on before. For businesses, it is a unique and cost effective way to reach new audiences and integrate with the communities they sit within. It is a central part of what we do, and a crucial component of the difference we make.

You can view some of our latest spend brochures featuring our incredible partners here:
<http://www.justaddspice.org/our-work/where-we-work>

Please see our website and our YouTube channel to learn more about our projects and work.
<http://www.justaddspice.org> and <https://www.youtube.com/user/spicetimecredits>