Community Roots Project

Job Description

Partnership Manager

20 hours per week at £18.00 per hour.

Fixed Term Contract

(Grant Funding provided by The National Lottery Community Fund)

from 14th December 2026 to 30th June 2028.

The Partnership Manager is accountable to the Board of Trustee Directors of Disability Nottinghamshire.

The role is to support Disability Nottinghamshire and the successful delivery of its agreed Community Roots project outcomes.

General Description:

The charity will create a safe environment for the most vulnerable of service users, their families, friends, and the wider community we represent to access support from Disability Nottinghamshire and a variety of services and organisations in the Mansfield, Ashfield District Council areas of Nottinghamshire.

Job Purpose

1. To actively support and engage with the community we represent across the Mansfield and Ashfield District Council
2. Identify and work with the right partners at both strategic and operational levels to support the objectives of the charity
3. Taking a user led approach to the work, by utilising the strengths and attributes of the community working alongside and enabling people to achieve their own ideas.
4. Develop and maintain the reach of DN by utilising the established network of Pop-up hubs and community spaces.
5. Develop a strategic presence within key countywide and district forums to influence service development and delivery to ensure the voice of disabled people is heard.

6. To support the Volunteer Coordinator and team members to develop existing Advisory Groups that help to raise their aspirations, achieve their personal goals and have an increasing valued and knowledgeable voice that impacts across the community they represent and, in the creation, and development of future services
7. Identify new funding opportunities

Principal Duties and Responsibilities

1. Map key meetings and gauge the level of involvement required, for example, regular attendance or to be on the distribution list
2. Working with the Volunteer Coordinator to identify possible new opportunities and support the recruitment of volunteers.
3. Develop and support good quality services that are safe, responsive and which deliver good impact, outcomes, and service user experience.
4. Ensure that the delivery of disability information and advice, welfare benefits, buddying, friendship, and volunteer opportunities are supported to become a fully comprehensive, and integrated, one stop shop covering all aspects of health, social care, and community services.
5. Support and improve service user's independence by raising their awareness of and access to existing local facilities, resources and information available to them.
6. Develop referral pathways with key partners.
7. Raise the profile of DN with local partners to improve collaborative work, share good practice and make best use of resources.
8. Contribute to the development of effective marketing material, presentations, newsletters, leaflets etc
9. Support individual's access to services not undertaken by the charity through signposting, offering support to make contact, research, and providing information in various formats.
10. Research and report on gaps and trends locally and nationally to inform service delivery.
11. Establish effective monitoring systems and the recording of data.
12. Identify potential funding opportunities and contribute to the application process
13. Attend key partnership meetings and develop effective communication channels with all stakeholders including creating a

mechanism to ensure minutes to meetings we attend are shared with the community

14. Write reports and attend Trustee Board Meetings to present reports.
15. Attend Project Progress and staff meetings.
16. Take part in training as identified as necessary for the job.
17. Ensure confidentiality of information in accordance with Data Protection Act.
18. Alongside team members and the Volunteer Coordinator to create opportunities for volunteers to represent DN at meetings at all levels ensuring tailored training plans are in place to give them the confidence and skills to undertake this role.

Person Specification

The candidate should be able to demonstrate the following knowledge, skills, and ability.

Essential Experience

1. Advocacy and networking skills.
2. Ability to manage and develop relationships with a series of diverse colleagues and stake holders.
3. Ability to receive and give feedback objectively and sensitively, and a willingness to challenge constructively.
4. Proven ability to manage a busy and diverse workload, working to deadlines and an ability and willingness to follow and develop agreed procedures.
5. Proven Team player.
6. Evidence of a Strong commitment to work with groups and individuals.
7. Proven I.T. and social media experience.
8. Understanding of the role of volunteers in a user led charity.
9. Enthusiastic, motivated and can demonstrate work around community development.

Skills, abilities, and knowledge

1. Skilled in building professional relationships at all levels
2. Some experience of identifying, developing, and arranging training delivery.

3. Effective written and oral communication with emphasis on negotiation.
4. Demonstrate administration skills.
5. Excellent communication skills, interpersonal and team building skills, good listening skills, research and report writing skills and the ability to gather, interpret and present data.
6. Ability to adapt to meet the needs of different audiences.
7. Ability to produce high quality information material to a publishable standard.
8. Ability to measure results and provide comprehensive reports.
9. Ability to use Microsoft Windows, create and deliver presentations and prepare reports.
10. Experience of using websites.
11. Ability and willingness to work independently and as part of a team.
12. Knowledge and understanding of working in the voluntary and community sector.
13. Proven track record in project work and/or delivery.
14. An understanding and commitment to equality and diversity and to the aims and principles of Disability Nottinghamshire.

Personal Attributes

To work as part of a team and to deliver a successful project, good timekeeping is essential. We expect you to be ready to start work at the start of your normal working day, along with open and transparent recording of working hours and sharing of information, i.e., electronic diary updates of activities and meetings.

All staff should treat one another with courtesy, politeness, and kindness and participate constructively in the delivery of this project and the charity.

1. Self-motivated.
2. Flexibility, must be prepared to adapt to a project that will grow and change over its duration.
3. Commitment to the key aims of the charity and its success.
4. Awareness of disability issues.
5. Knowledge and commitment of a social model of disability.

General

All staff are expected to maintain high standards of service user care to uphold the Equality and Diversity Policy and Code of Conduct.

To participate in training activities and events necessary to their post and for personal development.

Understand, promote, and comply with Disability Nottinghamshire Policies and Procedures.

Comply with Health and Safety regulations, undertake risk assessments as appropriate.

Ensure all work is carried out with relevant legislation.