

# Strategic Partnerships and Networks Manager

## JOB DESCRIPTION

<b>Department:</b>	Communications and External Affairs
<b>Reports to:</b>	Director of Communications and External Affairs
<b>Key Relationships:</b>	Director of Communications & External Affairs, CEO, CMI Companions, CMI Women, Regional Networks, Head of Policy & Public Affairs & the Events Team
<b>Location:</b>	London

## ROLE OVERVIEW

CMI are recruiting for a Strategic Partnerships and Networks Manager to develop and deliver the vision, objectives and strategy for engaging our senior stakeholders in all aspects of CMI comms and activity.

At CMI we have a rich and diverse membership body and strong networks of VIP stakeholders. The Comms & External Affairs Directorate work closely with three of our priority networks - CMI Companions, CMI Women and our Regional Networks - who provide us with a rich source of advice, experience, thought leadership and direction and help amplify our messaging and shape our policy agenda. In return, we offer our network members the benefit of CMI's field-leading learning and development resources, opportunities to meet, network and collaborate with like-minded peers and make connections that prove truly valuable to themselves and their organisations. It's also an opportunity to 'give back' for many - who want to share the benefit of their wisdom and experience with the next generation, or with policy makers and influencer, or those retraining and moving into a new industry.

## ROLE PURPOSE

The Strategic Partnerships and Network Manager's priority will be our Companions Network, which consists of some 500 carefully chosen senior business leaders who have managed successful organisations and demonstrated exceptional management skills. We value the contribution made by every member of the network and want to ensure we're using their skills, knowledge and experience to the optimum benefit of CMI and providing them with the best possible engagement programme. We want to make the Companions network more diverse, more inclusive, and their activity and outputs even more interesting, innovative, vital and dynamic.

In collaboration with the Director of Comms & External Affairs, the Stakeholder Network Manager will be responsible for setting the objectives and strategy for each of these networks - for the planning, design and delivery of engagement programmes as well as responsible for working with

other teams including Policy, Marketing, Partnerships, Events, to weave network members into broader CMI activity and comms.

## KEY RESPONSIBILITIES & OBJECTIVES

- Develop a comprehensive strategy for best engaging CMI's major networks and best utilising their strengths to enhance CMI priorities
- Develop a complementary activity programme (roundtables, speeches, dinners, drinks, policy panels, webinars) for CMI Companions and CMI Women and support the Regional boards in development of regional activity
- Write and produce relevant complementary materials e.g. papers, briefings, publications
- Act as primary point-of-contact for all network members
- Be the Chair/figurehead/spokesperson at events as required. Attend conferences, external meetings and internal activities as required
- Work with other teams to incorporate network members into broader CMI activity - eg selection of speakers and panellists for CMI events, contributors to major projects, case studies for website/newsletter/member magazine
- Working with Policy and Marketing, develop content for all CMI channels especially thought-leadership that utilises the experience and knowledge of the Companions Network
- Use your knowledge of the networks to provide detailed reporting and insight to senior and executive team
- With secretariat support from the Membership team, run the processes of the Board of Companions and the Board of CMI Women. Set the agenda for all meetings (in collaboration with Board members), create the relevant documents/narrative, set objectives and lead on delivery of them
- Lead on the process for the identification, nomination and assessment of potential new Companions with administration support from the Membership team
- Understand and contribute to all initiatives, ensuring appropriate internal and external stakeholders are engaged, building relationships along the way and ensuring effective communication occurs across all parties.
- In Partnership with the Public Affairs Team, Membership, and Partnerships, Create and manage a comprehensive network stakeholder map
- Drive forward initiatives in line with CMI business priorities

## WHO WE ARE LOOKING FOR

You'll have considerable experience in developing and executing innovative, exciting strategies for successful stakeholder engagement. You'll have experience of - and ability to - deal confidently with high profile and high priority stakeholders, drawing the best from them and developing ideas in partnership with them. You'll have experience in gaining stakeholder and customer insight and interpreting this to influence decisions and direction. You'll also have experience and be comfortable speaking publicly in front of sizeable audiences with credibility when you act as -figurehead' for the networks. You'll have excellent written and verbal communications skills alongside strong comms experience, with a proven ability to write compelling content for various channels. You'll also have a proven track record in leading and managing cross-functional project teams. Personally, you'll be self-motivated with a can-do attitude and positive influencing skills. Using initiative, you'll think strategically and deliver work on time.

In return, you will get to collaborate with incredibly interesting people who are leaders in their field,

create exciting content and events, and get involved in fascinating policy work. And as part of your work to diversify the Companions Network you'll have the opportunity to identify and reach out to business leaders and entrepreneurs who you find interesting and influential.

The CMI approach is to work collaboratively and flexibly and you may be required to take on additional responsibilities as and when required to support the business

It is your responsibility to ensure that your own professional development and knowledge of CMI products and services are fully up-to-date at all times and you should optimise all CMI resources available to you as well as make your line manager aware of any training required to enable this.

CMI is an equal opportunities employer. You should be committed to ensuring that within the framework of the law, that our workplaces are free from unlawful or unfair discrimination as defined by the Equality Act 2010.

**Name**.....

**Signed**.....

**Date**.....