

# Partner Engagement Lead Responsibilities

- Coordinate Regional/Devolved Nation Board contact with relevant organisations in the region including providers of Higher And Further Education, Private Training Providers and other Professional Bodies.
- Proactively develop relationships with Higher Education and Further Education organisations, Private Training Providers and other Professional Bodies to support Board/Hub activity;
- Develop a two way relationship with the CMI Partnerships team to ensure information is shared on any activity in the region with current and potential partners.

# Partner Engagement Lead Person Specification

## Skills, knowledge and experience required/desirable

At CMI we are seeking volunteers with a range of skills, knowledge, experience and attributes that are both role specific, but that also facilitate and enable the volunteer to effectively contribute to the overall workings of a Regional/Devolved Nation Board, and be an integral member of the Board team.

### Specific

- Excellent interpersonal skills in order to understand and engage with a broad range of stakeholders, including partners, CMI staff and members at all stages of their careers;
- The ability to develop sustainable networks and productive relationships with external bodies that result in positive outcomes for CMI and it's members;
- Excellent written and verbal communications skills; ability to adapt styles to suit different audiences and media and to develop mechanisms to ensure information is shared effectively;
- Ability to identify opportunities for CMI through understanding external business needs and the requirements of members and relevant bodies;
- Experience and/or existing networks in Higher and Further Education, Private Training Providers and Professional Bodies would be advantageous;
- Experience in identifying market opportunities, building sustainable relationships and/or knowledge of business development would be desirable.

### General

- Demonstrates high levels of professionalism, acting as an ambassador of CMI at all times, and commitment to the core values of CMI, ie: to be 'Professional', 'Progressive', 'Passionate' and 'Practical';
- Demonstrates a strong commitment to the aims and priorities of CMI and an understanding of the issues of interest to members;
- An ability to lead and influence others to ensure agreed priorities are delivered;
- A good team worker, able to effectively work in partnership with other Board members, yet also able to work with a high degree of initiative, resourcefulness and flexibility;
- Be able to build strong and positive relationships with all Board members, gain an understanding of their portfolios, and work collectively with a team of diverse people;
- An ability to work collaboratively with CMI HQ teams to build mutually beneficial relationships;
- Strong organisational, administrative and communication skills, and an ability to juggle the demands of the volunteer role alongside other commitments, whilst focusing on key issues and responding with sound advice;
- A commitment to your own continuing professional development.