

## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Strategic Partnerships Manager</b>
<b>Salary band:</b>	<b>£40,072 - £45,371 (National) per annum pro rata</b>
<b>Hours:</b>	<b>28-31.5 hours per week to be agreed with postholder</b>
<b>Reporting to:</b>	<b>Head of Delivery and Technical Services</b>
<b>Location:</b>	<b>Homebased in Scotland, travel throughout Scotland and occasional travel to England/Wales</b>
<b>Management responsibility:</b>	<b>Team Leader Scotland</b>
<b>Budget responsibility:</b>	<b>Yes</b>
<b>Contract:</b>	<b>Fixed Term until 31 March 2027</b>

### **MAIN PURPOSE OF JOB:**

The Strategic Partnerships Manager will lead and grow relationships that help make walking/wheeling a safe and accessible choice for people across Scotland. Working within a range of sectors including active travel, health and communities, the post holder will build strong partnerships with Regional Transport Partnerships, local authorities, government departments, delivery partners and other agencies to support shared ambitions to make our journeys healthier, safer and more inclusive. The role will ensure that partnership activity is aligned with national and local priorities for active travel, Living Streets' strategy and delivers clear benefits for people and places.

The role has an important strategic and developmental function, identifying new opportunities to expand our impact and secure the long-term sustainability of our work in Scotland. This includes spotting emerging needs, shaping proposals with partners, contributing to operational and business planning and helping to attract investment for new initiatives that respond to local priorities and national policy. Through this work, the Strategic Partnerships Manager will strengthen Living Streets' profile, influence and reach, ensuring we remain a trusted partner in delivering impactful work across Scotland.

Alongside this, the postholder will line manage the Team Leader Scotland and oversee the project delivery for Tactran and SPT, ensuring projects are planned, resourced, documented and evaluated effectively, and that contractual commitments, budgets and performance targets are met. They will work closely with colleagues across the Development and Delivery department, communications, marketing and MEL to share learning, demonstrate outcomes and maintain a consistent approach across Scotland, aligned with project processes.

Living Streets is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. All our staff and volunteers are expected to share this commitment. Applicants will be subject to full Disclosure Scotland checks for a registered role involving children and occasional work with other vulnerable groups.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Lead the development and management of strategic relationships with Regional Transport Partnerships, local authorities, government departments, delivery partners, Living Streets Local Groups in Scotland, community organisations and other relevant agencies to advance walking/wheeling across Scotland.
- Identify, build and sustain partnerships that align with Living Streets' strategy, national and local active travel priorities, and the wider health, community and inclusion agendas.
- Be a senior relationship manager for key partners and funders, maintaining strong communication, resolving issues constructively and ensuring partnership activity delivers agreed outcomes and social impact.
- Secure investment for our work in Scotland by working collaboratively with income generation leads (fundraising, commercial and statutory and trusts development) and partners to identify emerging needs, support income generation opportunities and co-develop proposals, programmes and projects that respond to local priorities and national policy.
- Work closely with the Strategic Communications Manager and Public Affairs Manager to represent Living Streets Scotland confidently at meetings, networks, events and other external forums, acting as an ambassador for the organisation and promoting the benefits of walking and wheeling for healthier, safer and more inclusive communities.
- Contribute to Scotland operational planning, departmental business planning and wider organisational development by bringing external insight, partnership intelligence and a clear understanding of the active travel landscape.
- Line manage and support Team Leader Scotland, ensuring projects are well planned, resourced, documented and delivered to a high standard, with clear accountability for outputs, outcomes, budgets and timescales.
- Work with the Head of Delivery and Technical Services to ensure the delivery of partnership-funded programmes and contracts, monitoring

performance, managing risk and ensuring that milestones, quality standards and reporting requirements are met.

- Manage project and programme budgets, ensuring resources are used effectively and in line with organisational procedures, funder expectations and value-for-money principles.
- Work with colleagues across Development and Delivery, Communications, Marketing and Impact and Evaluation to coordinate delivery, share learning, evidence outcomes and strengthen the visibility and influence of Living Streets in Scotland.
- Prepare high-quality reports, briefings and updates for internal and external audiences, providing clear analysis of progress, impact, risks and opportunities.
- Ensure that all work is delivered in line with Living Streets' policies and procedures, including safeguarding, equality, diversity and inclusion, health and safety, and code of conduct.

#### **OTHER DUTIES:**

- Support the promotion of local activities during key calendar times, such as Walk to School Week, National Walking Month, and International Walk to School Month.
- Be an active contributor to the Development and Delivery department, attending team meetings and away days.
- Support team members and provide internal mentoring and training as appropriate.
- Adhere to Living Streets policies and procedures, maintaining good liaison across the organisation.
- Ensure our Equity, Diversity and Inclusion policy is understood and implemented at all levels.
- Deputise for the Head of Delivery and Technical Services in their absence.
- Reasonable occasional out of office hours work may be required as may travel across Scotland and occasionally to England and Wales.
- Undertake other duties from time to time, as requested by the Head of Delivery and Technical Services or members of SLG.

## **Person Specification**

**Applicants must be able to demonstrate:**

<b>Essential Criteria</b>	<b>From application</b> (✓)	<b>At interview</b> (✓)

<b>Experience</b>		
Experience of developing and managing strategic partnerships with public sector, third sector and community stakeholders	✓	✓
Experience of leading or overseeing complex projects with multiple partners, competing priorities and clear performance requirements	✓	✓
Experience of line management and successfully supporting staff to deliver high-quality work and achieve agreed outcomes	✓	✓
Experience of writing project plans, reports, briefings, funding proposals or business cases for internal and external audiences	✓	✓
Budget management experience, including monitoring expenditure	✓	✓
<b>Knowledge and skills</b>		
Strong understanding of partnership working and the ability to build credibility, trust and influence with a wider range of stakeholders	✓	✓
Good understanding of active travel, public health, community engagement or related policy areas in Scotland	✓	✓
Strong strategic thinking skills with the ability to identify and assess opportunities and emerging needs and translate these into practical plans	✓	✓
Good verbal, written and design communication skills, including an ability to engage with and influence diverse audiences	✓	✓
Analytical skills, ability to understand and interpret complex issues and communicate them effectively, orally and in writing	✓	✓
Good IT skills, including Microsoft Word, Excel and Outlook	✓	✓
Strong time management skills	✓	✓
<b>Personal</b>		
Able to work collaboratively across teams while also operating independently with sound decision-making skills	✓	✓
Ability to work flexibly, including occasional travel or evening and weekend working	✓	✓
Positive, 'can do' approach to tasks	✓	✓

Commitment to equal opportunities and the ability to implement the Living Streets' Equality, Diversity and Inclusion policy	✓	✓
Commitment to safeguarding and the ability to implement the Living Streets' safeguarding policies and procedures	✓	✓
Understanding of, and commitment to, the vision and values of Living Streets	✓	✓
PVG registration with Disclosure Scotland	✓	✓

It would be preferable for applicants to also demonstrate:

<b>Desirable Criteria</b>	<b>From application (✓)</b>	<b>At interview (✓)</b>
<b>Experience</b>		
Experience of event management	✓	✓
Experience of remotely managing staff	✓	✓
Working with communications teams to promote organisations / projects via social media, online and in the broadcast or print media	✓	✓
<b>Knowledge and skills</b>		
Good understanding of the not-for-profit sector	✓	✓