

Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Job title: Senior Corporate Engagement Manager

Department/Division:
Philanthropy & Global Engagement

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent.	E
	Experience of developing projects and funding proposals with corporate and business partners	E
	An understanding of the nature of corporate partnerships with large academic, not-for-profit or public sector institutions.	E
	Experience of working in a complex organisation and ability to work within its internal regulatory framework, financial, legal and ethical etc.	E
	Experience of budget management and negotiating financial contracts between organisations.	E
	Good office IT skills including general Windows experience (Word Outlook, Excel & PowerPoint).	E
Communication	Confident and professional; able to represent the organisation to external contacts in various industries.	E
	Ability to communicate effectively and appropriately in writing and orally, in formal and informal settings, to people at all organisational levels.	E
	Ability to convey complex information to a diverse range of people with differing levels of subject matter knowledge in the appropriate manner.	E
	A strong understanding of confidentiality and appropriate dissemination of information.	D
	Strong attention to detail.	D

		E
Teamwork and Motivation	Evidence of working with departments across a complex multi-faceted organisation towards a common goal.	D
	Ability to place the Corporate Engagement team's work within the context of the wider division and organisation and take appropriate action.	D
Liaison and Networking	A track record of building meaningful external relationships to engage them with the organisation and aid collaboration on mutual interests.	E
	A tenacious personality not set back by failure or lack of response.	E
Planning and Organising Resources	Ability to prioritise short- and long-term goals effectively.	E
	Ability to manage multiple complex projects running simultaneously and across organisations, both high level oversight and day to day management of project work.	E
Initiative and Problems Solving	Ability to work with limited supervision.	E
	A creative and pioneering approach to business engagement, able to spot opportunities which are not immediately obvious, and making innovative productive connections.	E
	Ability to identify areas of mutual interest between the institutions and various corporates and develop opportunities for collaboration and mutually beneficial proposals, responding creatively to problems that arise.	E
	An ability to develop effective strategies for building and maintaining the organisation's relationships with corporates and key individuals within.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.