

Partnerships Engagement Officer Women's Engineering Society

£33,158.28 per year, non-negotiable

Permanent, Full-time flexible hours – remote working

The Women's Engineering Society (WES) is a charitable company founded in 1919. We are the oldest professional network of women engineers in the world and the largest in the UK. Our vision is of an engineering industry that employs the diversity of the society it serves to solve the biggest societal issues of our time. Our mission is to support women in engineering to fulfil their potential and support the engineering industry to be inclusive.

We are looking for a full time Partnerships Engagement Officer to work with the WES Partnerships Manager to offer support and knowledge of ED&I initiatives to our growing pool of partners in the UK including, Engineering organisations from small start-ups to universities, SMEs to Blue Chip FTSE 100 companies who partner with WES to support women in engineering and their own ED&I strategy.

The ideal candidate will have experience of account management, preferably in a not-for-profit organisation and bring proven experience in equity, diversity and inclusion (ED&I). They will be a self-starter and be keen to provide new initiatives to help engineering organisations achieve their diversity goals. The focus will be to offer knowledge of ED&I to organisations to support the existing Partner relationships, and working with the WES team to provide insights and knowledge of ED&I.

Principal Accountabilities:

- Reporting to the Partnerships Manager to Create, develop, support, and manage engagement with all WES partners.
- Work with WES partners to identify, design, implement and coordinate ED&I initiatives for their organisations.
- Monitor, evaluate and report on the effectiveness of ED&I initiatives for WES partners.
- Manage other ED&I related projects as required.
- To support the Partnerships Manager with the development and delivery of an partners strategy identifying opportunities for growth from both new and existing partnerships aligned with WES' vision and mission.
- Support the onboarding of new partners, processing new partner applications, monitoring payments and partner renewals.
- Host Partner webinars and networking sessions as required by the Partnerships Manager.
- Work collaboratively with colleagues to achieve tasks and project goals, ensuring partnerships align with our Charity values and policies.
- Support the partnerships Manager with monthly reports to the CEO and quarterly to the Board.
- Work closely with the partnerships Manager and Marketing to provide ED&I content for the monthly newsletter and quarterly Journal
- Attend exhibitions and events as WES' representative to promote our ED&I initiatives.
- Attend meetings of the partners Directors' Committee and the Board as required.

WES partners are integral to the second focus area of the WES strategy: Supporting businesses and institutions to attract and retain women in engineering. Successful partnership engagement means partners are more likely to renew and increase their support of women in engineering.

You will be joining a small but dynamic and enthusiastic team who are passionate about supporting women in engineering. If this excites you, then we'd love to hear from you.

Essential criteria:

- You will have solid experience of managing complex partnerships and demonstrate key elements required to succeed in this role.
- A solid understanding of ED&I principles and legislation
- Proven experience in developing and implementing ED&I strategies
- Demonstrate strong communication, organisational and relationship building skills
- Experience in account management with solid results.
- Ability to work under pressure and juggle priorities in a fast-paced environment.
- A 'can-do' and flexible approach with the ability to adapt to changing priorities.
- A strong commitment to the principle of equality, diversity and inclusion.
- Experience of working within a team and dealing with competing priorities.

The successful candidate will be a team player, a self-starter able to work alone without supervision and a strategic thinker.

The WES team comes from across the UK and works flexibly. The successful candidate will be able to work remotely, with a requirement to attend monthly team meetings in person at the office based in London, some travel may be required to support specific activities but this would be at the line manager's discretion.

We are an equal opportunity employer and consider all qualified applicants equally without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Benefits:

- 5% Company pension
- 25 days' annual leave
- Flexible schedule
- Work from home
- Paid sick pay

If you would like to be considered for this role, please send your CV and a covering letter to recruitment@wes.org.uk

Application Deadline: 02/09/2024

Interviews to be held week commencing 09/09/2024

No Agencies Please.