



Mathematics
Mastery

**Strategic
Partnerships
Manager**

Application Pack

Deadline: 27 August 2018

About Mathematics Mastery

Mathematics Mastery is a non-profit organisation, dedicated to transforming mathematics education in the UK.

Based on international evidence and practice, our school improvement programme aims to enhance students' enjoyment, resilience, understanding and attainment in mathematics.

Mathematics Mastery has a vision for all children to enjoy and succeed in maths, regardless of background. We believe high-quality, maths-focused professional development for teachers can make this happen.

Our mission

To transform mathematics education in the UK. We work in partnership to empower and equip schools to deliver world-class mathematics teaching.

Our values

Partnership: We collaborate – across our teams and with our schools – to learn from each other, increase our effectiveness and make the greatest collective difference.

Excellence: We strive to be the best in our field and are committed to producing high quality, evidence-based work.

Compassion: We care about one another, are mindful of wellbeing and show empathy. We encourage a positive and energetic working environment.

Growth-mindset: We are dynamic and focus on progress and continual improvement. We strongly believe in achievement for all.

Innovation: Our work is transformative and pioneering. We establish and promote new ideas; challenging the status-quo in order to bring about lasting change.

Purpose: We are dedicated to making a positive difference in mathematics education. We are passionate about mathematics and the role of teachers, and we have unity of purpose.

Job Description: Strategic Partnerships Manager

Reports to: Head of Strategic Partnerships

Salary: £35,000 - £40,000

Start date: as soon as possible

Contract: Permanent, 37.5 hours per week

Location: Borough, London

To apply: Send your CV and cover letter to recruitment@mathematicsmastery.org

Purpose of role

The focus of this role is the account management of Mathematics Mastery partner schools ensuring a positive overall experience through recruitment, onboarding, retention and training. The role holder will bring structure and rigour to the supporting processes and infrastructure working closely with partner schools and the wider Mathematics Mastery team.

Scope of job

Mathematics Mastery works in partnership with over 500 schools and more than 5,000 teachers to deliver the Mathematics Mastery programme to 150,000+ pupils with lessons designed and developed by us. The Strategic Partnerships Manager will be a crucial member of the Partnerships team and will work closely with others, including the Communications team, in order to effectively manage the process of recruitment and retention of schools and provide them with an optimal experience.

The role holder will report to the Head of Strategic Partnerships and work very closely with the Partnerships Administrator and Programme Delivery team.

Key Responsibilities

School recruitment and retention

Supporting the Head of Strategic Partnerships, you will manage the implementation of the school recruitment strategy. You will be responsible for:

- Planning timelines to meet recruitment objectives
- Managing the recruitment campaign including planning any information sessions
- Monitoring and reporting on recruitment progress
- Dealing with queries from schools.

You will maintain and improve the overall framework of supporting processes with the aim of ensuring schools have the best possible experience in working with Mathematics Mastery. This will include the following:

- Ensuring that there are lean and effective processes to enable schools to navigate the joining and onboarding processes and renew their agreement.
- Ensuring there are mechanisms in place to gather relevant feedback from schools to inform the process improvement.
- Using insight to continuously improve the experience of partner schools going through the application, renewal and onboarding processes.

You will ensure that relevant team members are kept up to date on progress with both school recruitment and retention programmes, using data to inspire, motivate and inform on progress.

School training

- Working with the Head of Strategic Partnerships, you will draft and implement a training plan which aligns with recruitment plans and geographic distribution of schools.
- Sourcing and contracting suitable training venues across the UK that are within budget.
- Managing the training budget, processing invoices from venues and other suppliers.
- Monitoring and reporting on the training take up, flagging under attendance and adjusting training slots as required.
- Working with the Partnerships team and the Product Analyst on the booking system requirements, driving improvements and ensuring the best possible experience for both the teachers and the administration team.
- Overseeing effective venue and delegate management, driving efficiencies as well as delivering a high quality experience for presenters and attendees.
- Overseeing structured evaluation of the training sessions and ensuring that the results are collated and communicated to relevant parties in a timely manner.
- Using insight to drive continuous improvement to the training planning and delivery.

External development leads

You will be the first point of contact with the external development leads.

- Working with the Head of Strategic Partnerships and Programme Director, you will:
 - determine the requirements for external development leads
 - manage the recruitment process
 - organise the logistics for training the external development leads.
- You will manage the contracting of the external development leads including:
 - drafting the contracts, ensuring the number of days contracted and the rate paid are correct
 - ensuring signed contracts are returned.
- Working with the Partnerships Administrator, you will oversee the onboarding of the external development leads, ensuring that they are set up with access to all the relevant systems.

Cross functional working

- You will lead and contribute to cross team projects relevant to ensuring an optimum experience for schools joining the programme and renewing their partnership agreement.
- You will work closely with the Business Operations team to ensure that the IT systems and platforms support the school processes effectively.
- You will work closely with the Head of Communications on the school communications plan and ongoing requirements.
- You will work with the Impact Manager on relevant research and insight projects.

General

- Identify and carry out any other duties which fall within the scope, spirit and purpose of the post as requested.

Person Specification

Attributes

- A self-starter who is driven to achieve the highest standards
- Demonstrates resilience, motivation and commitment
- Thrives in problem-solving, spotting challenges before they arise and proactively finding solutions
- Motivation to continually improve standards and achieve excellence
- Collaborative working style and strong team player
- Can apply effective operational understanding and implementation to strategic thought
- Keenness to learn and seek expertise from across the board
- Personal values are aligned with those of Mathematics Mastery

Experience, knowledge and skills

- Strong understanding of project management disciplines and governance
- Experience of event management or administration.
- Ability to use and analyse data to drive performance
- Experience of devising and implementing process solutions
- Leadership capability
- Excellent written and verbal communication skills
- Excellent influencing skills
- Confident interpersonal skills
- Experience of using CRM software (e.g.: Salesforce)
- Good IT skills, with specific skill in using Microsoft office applications and cloud-based systems (e.g.: Google Drive, Dropbox, Office365, etc)

Qualifications

- Qualified to degree level (preferred)
- Right to work in the UK

Other

- Understanding of the education landscape and issues affecting mathematics education (desirable)
- Passion to see mathematics education transform pupils' lives in the UK today

Training and professional development

We are committed to the professional development of all members of the Mathematics Mastery team. As Mathematics Mastery is part of the Ark family, staff also benefits from the Ark training and professional development programmes. We encourage staff at all stages of their career to take advantage of opportunities across the network.

Other staff benefits

Alongside our continued focus on professional development, we also offer a variety of other benefits which help our employees plan their finances and look after their wellbeing.

- **Workplace Pension:** All new joiners will be assessed for auto-enrolment, and if eligible, Ark will make 11% employer contributions to a workplace pension.
- **Ark Rewards:** Employees can access a wide range of discounts and cashback from high street and online retailers.
- **Employee Assistance Programme:** A free and confidential advice service offering employees and their families access to a range of services including counselling, financial advice, and even childcare directories.
- **Interest Free Loans:** We offer employees up to £5,000 in interest free loans for season ticket or bicycle purchases
- **Childcare Vouchers:** All employees are eligible for tax free childcare vouchers as part of a salary sacrifice scheme

Safe recruitment procedure

We are committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

We require all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment; this will depend upon the nature of the offence(s) and when they occurred.