



PARTNER INTELLIGENCE ADVISOR (POLICY, PARTNERSHIPS AND DEVELOPMENT TEAM): JOB DESCRIPTION

1.0 Purpose and responsibilities

1.1 Purpose of the role

To keep the organisation informed of relevant, up-to-date public domain information about strategic partners.

1.2 Principal responsibilities

The main responsibilities associated with this role are to:

- Keep up-to-date on key (public domain) data for public sector organisations, including who's who information on relevant elected officials and officers, budgets, pressures, responsibilities relevant to CR, cohort sizes and breakdowns, reputational issues, elections and similar
- Keep up-to-date on key, relevant (public domain) data for large corporate partner organisations, including key personnel and decision-makers, profits and losses/share prices, projects, investments, mergers and acquisitions, CSR recipients, CSR policies etc.
- Brief the relevant CR officials as appropriate.

2.0 Person specification

2.1 Personal qualities, skills, qualifications and experience

- Personal qualities/qualifications – highly capable (likely to hold a degree level qualification but this is not a requirement)
- Personal qualities – highly driven and self-motivated
- Experience – little experience is required, but recruits will be expected to hit the ground running, and learn fast
- Natural curiosity and ability to sift information for relevant data
- Personal qualities – able to understand and place the work of the role and team within the wider aims and work of the organization
- Skills – excellent verbal and written communication skills

3.0 Terms and conditions

3.1 Reporting and support procedures

This role reports to the Head of Partnerships and Development, who also provides e-mail, phone and virtual support as, and when, is necessary.

3.2 Location

It is expected that the postholder will work remotely.

3.3 Hours

Hours for this role are flexible but it is likely to encompass 4-8 hours per month.

3.4 Pay

This is a voluntary position and as such there is no direct financial remittance for the hours worker.



4.0 Contact details

For more information on this role, or to receive a paper copy of our application form, please contact:

ed@concreterose.co.uk