

Relationship manager

Overview of the role

The relationship manager is responsible for the recruiting and on-boarding of volunteer advisors into all Be the Business offers (this includes but is not limited to Mentoring and Board Members). The role will have a key responsibility for working with the partnerships team and partner organisations to ensure a clear and effective on-boarding plan and experience for volunteers and the partner. The Relationship manager will work closely with the product leads to ensure a clear pipeline, plan and active management of partners to ensure delivery against commitments, and demand and ensuring committed gift In kind targets and value are met. The relationship manager will also be responsible for driving greater synergies in terms of recruitment, experience and account management of corporate resource for leadership and management products.

Key responsibilities:

- Work with corporate partners to develop volunteer recruitment plans
- Develop plans with partnerships team to manage access to partners and management of pipeline and on-boarding ensuring delivery plan to meet targets and value realisation
- Responsible for managing corporate partner relationships for Be the Business leadership and management products, developing key relationships, agreeing communications across Partner organisations
- Provide the key point of contact for queries from prospective volunteers
- Responsible for on-boarding volunteers and the networking and development of volunteers
- Responsible for creating and developing the value proposition for the volunteers
- Responsible for continued gathering of feedback and insight from partners and feeding into the product leads to ensure the product proposition is continually improved
- Actively manage with the partnerships team expectations, volunteer pipeline and commitments and value
- Own collateral to support volunteers during recruitment, onboarding, and through the life of their volunteering experience
- Work with the Be the Business marketing and communications team and channel managers to develop small business leader acquisition plans to ensure synergies between demand and volunteers
- Responsible for volunteer pipeline including regular reporting of position, pipeline, data analysis and issue management
- Responsible for thinking across the Be the Business products and services (e.g. digital and content teams) to maximise demand, share best practice, identify areas of synergy and enabling cross selling of products

What we're looking for:

- An ability to engage and influence key stakeholders and build credible relationships at all levels
- Ability and desire to work at pace and with flexibility
- Collaborative team member and strong interpersonal skills
- High quality verbal and written communications
- Excellent analytical and organisational skills
- Alignment with Be the Business Values

What we're offering:

- Competitive salary plus benefits package
- 30 days holiday plus public holidays (pro-rated for part time)
- Ten per cent contribution into a pension scheme
- A rewarding job with the opportunity to have your voice heard and really make a difference
- We're a mission-driven, entrepreneurial team, and we thrive on leading and driving projects that will positively impact UK businesses and the economy

This is a full-time permanent role. Our office is based in Barbican London, but we are currently working remotely. When you are required to travel to the office, travel expenses are not paid for by Be the Business.

To apply, please send your CV and covering letter setting out how you believe you meet the needs of what we are looking for to careers@bethebusiness.com.

The closing date for applications is 19 December 2021. Applicants must be able to and be entitled to work in the UK.

Be the Business is committed to improving the diversity of British businesses and to leading from the front in its own attitude towards diversity and inclusion. It welcomes and encourages applications from a diverse range of candidates. For our full diversity and inclusion statement click [here](#).