



SKILLS PARTNERSHIP MANAGER

Job Specification

Salary:	£45,767 to £48,480 per annum
Working Hours:	37 hours per week, all year round
Area:	Future Skills & Growth
Reporting to:	Group Director – Future Skills & Growth
Location:	Taunton College
Closing Date:	Midnight on 5 January 2026

Job Purpose

To lead the Skills Partnerships function for UCS College Group, driving high-quality employer engagement and conversion across Apprenticeships, Skills Bootcamps and wider workforce development programmes. The postholder owns the process from proposal to onboarding, ensuring a seamless and professional experience for employers while achieving ambitious growth and income targets.

The Skills Partnership Manager will build strong regional and national networks to drive repeat business and expand the Group's footprint within local communities. They will ensure the team is commercially focused, data-driven and confident in articulating the full range of the Group's skills offer.

Working in close collaboration with internal curriculum, compliance and operations teams, the postholder will ensure all proposals are aligned with delivery capability and market demand. They will also work closely with the Customer Insight Manager to translate market intelligence and funding changes into actionable growth strategies.

This is a strategic management role within the Future Skills & Growth Team, reporting directly to the Group Director – Future Skills & Growth. This is a high-impact, commercially minded role designed for a motivated professional who thrives on growth, innovation and results. The role is designed for a commercially focused, proactive leader who wants to make a real impact on regional and national skills growth.

Some evening and regional travel will be required to attend events, partnership meetings and business forums.

Job Responsibilities
Own the sales performance and delivery strategy, ensuring starts, income and conversion targets are achieved through clear planning, monitoring, and accountability.
Lead, coach and develop the Skills Partnership team, fostering a high-performance culture focused on quality engagement, conversion and measurable outcomes.
Oversee the full process from proposal to onboarding, ensuring every employer receives a seamless, professional and positive experience that drives confidence and loyalty.
Collaborate with curriculum, operations and compliance teams to align proposals with capacity, funding rules and delivery capability, ensuring offers are robust and achievable.
Drive the SME and repeat business engagement strategy, ensuring regional and national growth while strengthening community and economic impact.
Use data and insight to target repeat-business opportunities, working with the Customer Insight Manager to refine regional focus, identify trends and prioritise high-value sectors.
Work in partnership with the Talent Pool team to ensure employer vacancies are filled efficiently, coordinating resources to meet employer and learner needs.
Champion a commercial and customer-focused mindset, ensuring proposals are tailored, viable, and aligned to employer needs and wider business priorities.
Identify and manage transitions of key accounts to the Relationship Management team, where necessary, ensuring continuity, satisfaction, and long-term growth opportunities.
Other responsibilities
Comply with all UCS College Group policies including safeguarding, equality and diversity, and health & safety.
Contribute to cross-College growth projects and new programme launches.
Support strategic bids, funding applications, and partnership proposals.
Represent UCS College Group professionally at events, including occasional evenings or weekends.
Act as a professional ambassador for the Group, modelling partnership, innovation, and commercial acumen.
Promote a proactive, high-performance culture focused on results and employer impact.

Qualifications/Skills/Knowledge/Qualities

The success of the College Group rests on a very strongly felt and shared set of values which determine its strategic direction. It is crucial that the successful candidate shares values of student-centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy of the College and working collaboratively. The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

- Passionate and excited about learning

- Inclusive and supportive
- Responsive to student, employer and community needs
- Always aspiring to the highest standards
- Professional and enterprising
- Innovative and creative
- Friendly and welcoming

Essential Criteria
Experience of leading employer engagement or sales teams to achieve growth in apprenticeships, Skills Bootcamps, or workforce development programmes.
Proven ability to design and implement strategies that convert employer engagement into measurable business outcomes (starts, income, repeat business).
Demonstrable experience of strategic leadership in a sales or growth-focused environment.
Proven ability to create and sustain a high-performance culture, leading teams to deliver targeted growth, quality outcomes and continuous improvement in a sales environment.
Proven success in business development, employer engagement, or B2B partnerships.
Strong understanding of apprenticeships, Skills Bootcamps, workforce development programmes, and relevant funding frameworks.
Strong understanding of FE and skills funding streams
Demonstrable experience of achieving or exceeding growth or sales targets.
Commercial acumen and data-driven approach to strategy and performance tracking.
Excellent communication, networking and negotiation skills with confidence in senior-level meetings.
Experience leading, coaching, and motivating a team to deliver high-performance results.
Strong planning, organisational, and project management skills, with the ability to manage multiple priorities effectively.
Highly motivated, ambitious, and results-focused with demonstrable experience of implementing innovation and growth.
Full UK driving licence and access to a vehicle for work related duties
Degree or Level 5 qualification in Business, Marketing, or related discipline or willingness to work towards one.
Desirable Criteria
Experience working in a multi-product skills or training environment, including managing proposals through to onboarding.
Knowledge of regional and national economic priorities, sector trends, and employer growth opportunities.
Experience using CRM systems, dashboards, or analytics tools to track performance and inform strategy.
Experience in strategic bidding

Application Forms

Fully completed application forms should be submitted online by 12 midnight, **5 January 2026**. Please note that we are unable to accept CVs.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore, if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

Interviews

Interviews have been scheduled for **12 January 2026**. Shortlisted candidates will be contacted shortly after the closing date.

Shortlisted candidates will be invited to interview, and full details of the interview process will be sent in advance.

CONDITIONS OF EMPLOYMENT

Pre-employment Checks

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

Working Hours

As a full time member of staff, your normal working week will be 37 hours per week. Normal working hours are 8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm Friday. The postholder will, however, be expected to work flexibly to meet the needs of the students, employers and the department.

Annual Leave

The holiday year runs from 1 September - 31 August each year. The annual leave entitlement for this role is 28 working days, plus bank holidays.

Christmas Closure

It has been custom and practice for the College to close for a 2 week period at Christmas each year, with the exception of some external sites due to business requirements. This practice will continue, subject to any future changes in the organisation of college terms/curriculum programmes.

Benefits

As a diverse, competitive and quality employer, we regularly review our staffing policies and our reward and benefits package. With more than 1600 staff deployed over 3 campuses and in many role types, we have a variety of contracts, terms and conditions and staff benefits. The benefits include:

Financial

- Competitive salaries, A defined benefits pension scheme (either the Teachers' Pensions or the Local Government Pension Scheme) (dependent on role)

- Perkbox – our retail and leisure discount scheme
- NUS Totum Discount Card

Family and Personal

- Generous holiday entitlement, plus bank holidays and 2-week Christmas closure.
 - Additional annual leave purchase scheme (dependent on role)
- Career break opportunities
- Childcare Centre located at our Bridgwater College, offering a 5% staff discount on childcare fees.

Recognition

- Bi-annual support and teaching staff achievement recognition (STAR) awards
- Long service celebrations and awards

Health and Wellbeing

- Employee Assistance Programme including Wisdom App
- College gym membership for as little as £15 per month (salary deduction option available), or discounted Nuffield Health gym membership.
- Cycle to work scheme
- Occupational health service
- Eye care, including free eye test and a contribution towards glasses and/or contact lenses
- Microsoft Office Package

Leisure and Pleasure

Staff are welcome to visit and can enjoy discounts at:

- Cannington Golf Centre
- The Walled Gardens of Cannington (and Tea Rooms)
- Cannington Equestrian Centre

Equality & Diversity

UCS College Group is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College to ensure that children and vulnerable adults remain adequately protected. UCS College Group wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position. Further information about Disclosure can be found at www.homeoffice.gov.uk/dbs