

Partnerships and communications executive/ coordinator

Reports to: Head of Communications and Marketing

Location: Brough, East Yorkshire, hybrid office/ homeworking (occasional travel to UK events)

Package: £27,000-30kTBC plus up to 7% pension contribution, salary sacrifice, and 38 days leave (inc Bank Holidays)

Hours: Full time (37.5 hours per week)

The EOA is a 500+ corporate member association which is the ‘go to place’ to develop good employee ownership, with a purpose to unlock the potential of people, businesses and the economy through employee ownership and better business.

This role will lead on the development of relationships and coordinate relevant activity and projects with partners and stakeholders of the EOA.

We are looking for an energetic relationship builder and communicator with excellent relationship and project management skills, who will help to further develop our growing connections with stakeholders and partners across member businesses, industry, and political audiences.

Reporting to the Head of Communications and Marketing, you will enjoy working in a small team, with the diversity and challenges that brings, and will have an appetite to learn and develop.

There are three main areas of accountabilities and responsibilities:

- Develop and project manage a stakeholder engagement and communications plan:
 - Prioritise and segment stakeholder targets, agreeing messages and approach, to support the EOA to deliver on its purpose and grow the EOA membership.
 - Identify future stakeholders and regularly prioritise our key stakeholders.
 - Develop and maintain meaningful relationships with key stakeholders, identifying relevant activity / opportunities.
- Develop, recommend, and project manage a programme of activity with our key stakeholders:
 - Recommend, plan and coordinate delivery of activity that achieves the EOA’s aims such as joint articles, speaking opportunities, events, research, joint influencing activity/ publicity.
 - Project manage and support the delivery of EOA activity in our key partnership project with Cooperatives UK – The Ownership Hub.
- Support the EOA public affairs strategy by monitoring external landscape and potential threats or opportunities for member businesses:
 - As both a window in and a window out of the EOA, exchange insight with EOA team on the external economic/political environments and develop understanding of the internal employee ownership environment through insight into member engagement/ sentiment.
 - Seeking and identifying opportunities for EOA, and sometimes its members, to have a voice in relevant consultations, discussions and in debates.
 - Delivering insight on, and coordinating communications with, emerging politicians and key external bodies.

Essential experience:

- Stakeholder engagement, including experience working across communication platforms such as digital, PR, marketing, partnerships, and events.
- Working collaboratively with colleagues inside and outside the organisation to deliver projects and initiatives.
- Project planning and management of multiple projects at the same time.
- Influencing others in line with corporate strategy.
- Prioritising and managing competing demands.
- Excellent planning, management and organisational ability.

Desirable experience:

- Working for a membership organisation
- Engagement with regional and/or national political audiences
- Formal project management qualification/skills

Knowledge:

- An in-depth understanding of key stakeholders and partners in the external market e.g., business organisations, political networks, think tanks and ability to identify how/when to engage.
- Appreciation of employee ownership concept and the benefits of the model and how this can contribute to current national challenges – e.g., economic recovery.
- Understanding of business and commercial industry.
- Understand regional and national political and government structures.

Skills:

- Excellent communication and influencing skills to engage and develop activities with varied audiences.
- Research and critical thinking – ability to seek out and then clearly present information and recommendations.
- Writing – ability to produce content for publication e.g., blogs, website, webinars, and reports.
- Creativity – provide insight and recommendations that support the development of new ideas to benefit members.
- Organisational skills – coordinating projects identifying and coordinating the right people at the right time to deliver activity.

Traits/ behaviours:

- Prioritisation - evaluates opportunities relevant to the EOA and prioritise accordingly
- Multi-tasking – ability to simultaneously deal with multiple stakeholders and manage competing demands.
- Team – working with a small team and being considerate of workload balance
- Proactive, making the first move/call to stakeholder and/or taking a lead on Ownership Hub project initiatives.