

Job description for Research Partnership Manager

Job title: Research Partnership Manager

Accountable to: Head of External Affairs

Location: We have a London office in Holborn but all staff are currently working from home. We are reviewing our ways of working, with a likely move to a mix of office and remote working

Salary: £38,000 - £42,000

Hours: Full time, 35 hours per week, 12-month fixed term contract

The British Society for Immunology (BSI) is a dynamic membership organisation and learned society that represents scientists and clinicians who study the immune system. Our mission is to promote excellence in immunology research, scholarship and clinical practice for the benefit of human and animal health. We are an influential and authoritative voice for immunology, an innovative field at the cutting-edge of biomedical science. With over 4,000 members, a central facet of our work is to raise awareness of, and champion, immunology amongst external audiences including policy-makers, the public and media.

Scope and purpose of the role

The BSI's partnership portfolio has grown exponentially in recent years with partnerships across many disease and scientific areas both in the UK and overseas. Immunology touches on many areas relevant to human and animal health and it is the mission of the BSI to develop partnerships to enable us to support collaborative research, drive policy change and expedite the development of interventions to improve health. The BSI has numerous ongoing partnerships in areas such as autoimmunity, cancer immunology, COVID-19, childhood vaccination and veterinary immunology. We are looking to further extend our reach and impact through our partnership work.

The Research Partnership Manager will have responsibility to manage the BSI's partnership portfolio and lead on its operational delivery. The role holder will use outstanding project management skills to deliver specific projects to time and budget, meeting all milestones. This will require extensive interaction with partner organisations including charities, universities, government bodies and industry. This role will also work to secure funding from external sources to enable the delivery of projects. This role will be highly visible both within and external to our organisation and will act as one of our primary interfaces with the research community, funders and other stakeholders. As well as a strong scientific background, you will also need excellent communication skills to build strong relationships to successfully deliver projects.

This new role at the BSI is an excellent opportunity to work within a science and health membership organisation and deliver a range of impactful projects, as well as build interesting and important partnerships in a dynamic field of research.

Specific duties and responsibilities

Strategic development

- Maintain and develop an ambitious partnership portfolio plan, working with the Head of External Affairs, to support the BSI's mission and deliver on our strategy

Partnership project delivery

- Lead on planning, coordination and delivery of allotted partnerships across areas such as autoimmunity, cancer immunology, COVID-19, childhood vaccination and veterinary immunology.
- Build strong relationships with partners and work collaboratively to ensure successful delivery of projects.
- Work across the BSI staff team and through membership to maximise the impact of our partnership projects.
- Manage work of committees or working groups as required, ensuring objectives are met and are in line with BSI strategy.

Income generation

- Work with Head of External Affairs to seek and secure income from relevant sources to support delivery of projects.

Networking and collaboration

- Develop and manage a network of key external relationships and work with the Head of External Affairs to maintain a thought leadership position within the sector.
- Independently represent the BSI at meetings with external organisations and senior stakeholders, including giving talks about our work.
- Plan and execute external events relevant to the delivery of our partnership work, e.g. roundtables and workshops.
- Work with our communications team to proactively seek and exploit opportunities to promote the outputs, activities and achievements of our partnerships through a variety of outlets.

Monitor and respond to key developments

- Monitor key developments in immunology and in the science/healthcare sectors through official and informal networks and analyse their impact on our work.
- Identify upcoming key opportunities and how the BSI can take advantage of them.

Communications

- Provide detailed reports and evaluation to BSI trustees and committees on the success of partnership initiatives.
- Work with colleagues to keep Society members and stakeholders informed of and engaged in our partnership work.
- Work with external partners and colleagues to drive campaigns, contributing relevant content and supporting their development and reach.
- Develop statements and documents, written and oral briefings for the President, Chief Executive and Trustees ahead of meetings as appropriate.

Other responsibilities

- Responsible for budgets within these areas of activity.
- Deputise for the Head of External Affairs when required.
- Manage interns and/or other staff if required.
- To undertake any other reasonable duties which may arise occasionally, and which are commensurate with the general level of the post and as requested by the Head of External Affairs.

Person specification

Education and experience

Essential

- Educated to degree level
- Proven experience in a relevant research/science environment
- Extensive experience in a managerial level position
- Proven track record of successful project management of a large and varied portfolio, particularly those involving multiple partners.
- Strong level of IT literacy
- A proven ability for good judgement, to manage confidential issues and demonstrate tact and diplomacy
- Experience of identifying and planning new partnership opportunities
- Managing a budget

Desirable

- Knowledge of membership organisations and learned societies
- Proven track record of securing project funding from external sources

Skills and behaviours

Essential

- Excellent written and verbal communication skills with the ability to communicate effectively in a wide range of media and to diverse audiences
- Excellent project management skills, with ability to work independently across multiple projects
- Excellent organisational skills, with meticulous attention to detail
- Excellent interpersonal skills, with ability to build relationships across organisation and with other stakeholders
- Highly developed negotiating and influencing skills, with the ability to pick up on stakeholder's sensitivities
- Professional confidence with the ability to represent the organisation and our sector expertise confidently with a range of contacts
- Business awareness with ability to use your internal and/or external insight to champion our cause and input
- Ability to understand complex subjects, problem solve and to construct persuasive arguments
- Demonstrates positive and collaborative attitude across all aspects of work
- Willing to 'go the extra mile' to help others and themselves achieve goals
- Willingness to travel in UK and internationally, with occasional weekend work

How to apply

Please carefully review the job description before sending a CV and cover letter outlining your suitability for the role to hr@immunology.org by **Tuesday 26 January 2021**. Secondments will be considered. Interviews will be held on Monday 1 and Tuesday 2 February 2021.

Unfortunately, due to the volume of applications that we receive, it is not possible to respond to all applicants individually. We request no contact from agencies.