

Stakeholder Engagement Manager



Hours	22.5 hours per week
Pay	Salary range £24,000 – £28,000 FTE – dependent upon experience
Holidays	FTE 25 days p/a plus bank holidays
Reporting to	Rose Dinsdale, Head of Marketing & Relationships
Location	Halls Arms Business Centre, Knowle Green, PR3 2XR / home-based working

thinkingplace is the UK's leading place-branding specialist – it's all we do and all we have done for the last 15 years. We work with places and destinations that want to be more successful – whether nation, region, city, town, development or neighbourhood and enable this by working with them to create a place brand strategy that makes their place the 'hero'.

thinkingplace offer bespoke products such as a place narrative, visual language, toolkits etc. that set out what a place is for, how it is distinct and what it should focus on to compete in order to grow its economy. These are designed for use by all stakeholders in the place and give the client the benefit of widening place leadership, creating a place 'salesforce' and developing resource to further promote and develop the place. See www.thinkingplace.co.uk for more information.

Due to growth in the business, we are looking for an experienced, bright, dedicated and enthusiastic **Stakeholder Engagement Manager** to join the team on a part-time basis.

Ideally based in the Longridge office (PR3) at least one day a week, and also working from home, you'll be responsible for supporting the team of Directors across a number of client projects in different parts of the UK. Your key responsibilities will involve the delivery and management of stakeholder engagement activities, general project management and administrative tasks. In addition, there may be occasions (subject to Covid restrictions) where you may need to travel within in the UK, potentially with overnight stays, to support project delivery, therefore a full driving licence and access to a car would be advantageous.

You must be confident, an excellent communicator with an outgoing personality and have a minimum of 3 years' extensive and demonstrable experience in a similar role with senior level client interaction. You absolutely must be proficient in producing Word, Excel and PowerPoint documents to a high standard.

The role is **22.5 hours per week** and the timings can be negotiated (Monday to Friday) to suit.

There will be times when you will be working on your own so you must be a self-motivated individual who can manage multiple projects at one time!

Stakeholder Engagement Manager Role – Main duties and responsibilities

- Undertake engagement with key stakeholders e.g. leaders in business, Local Authorities, education and the community in support of project delivery, by various methods including face to face interviews (when appropriate), by video call (Zoom/Teams), telephone conversations and focus groups.
- Managing the delivery of a stakeholder engagement plan to support the delivery of client work
- Project-based desk research, preparation of detailed place summary documents, PowerPoint presentations and itineraries.
- Development of project based online surveys (SurveyMonkey), analysis of results and associated PowerPoint presentations
- Provide project support to deliver client products including event management, collateral development and activity plans.
- Appointment setting and diary management for industry events
- Topic based desk research via online resources as required
- Organisation and filing of project documents both on internal IT systems and physical records at the office (when appropriate)
- Ongoing company marketing and event support as directed, for example updating the company website and undertaking social media activity including Twitter and LinkedIn.
- Travel and accommodation bookings for self/colleagues when required
- Maintenance of company contacts database, editing and updating regularly
- Production and updating of PowerPoint presentations, Excel spreadsheets and Word documents
- Any other duties commensurate with role

Stakeholder Engagement Manager Role – Key Skills Required

Communication and Relationship Skills

Working as part of a small team, the **Stakeholder Engagement Manager** must be articulate, an excellent communicator with a pleasant, confident manner and have the ability to create and maintain effective working relationships with a range of people at differing professional levels. They must demonstrate confidence in themselves, their ability and the role. They should develop and enhance a positive reputation for thinkingplace at all times.

Planning and Organisational Skills

The role requires a high level of organisational and planning skills, working on multiple projects at any one time, with the ability to prioritise own workload and seek support as required. They should be capable of working unsupervised, with the minimum of support, but also working with other team members when required to achieve best outcome and ensure the needs of the whole team are supported to an agreed standard.

Analytical and Judgement Skills

They must use their initiative to analyse and resolve problems. This will include identifying options and prioritising as necessary. The **Stakeholder Engagement Manager** should look to improve processes at all times, in conjunction with their colleagues.

Accuracy

It is imperative they possess excellent attention to detail and that any output is accurate, concise and produced in a timely manner. They should be aware of the requirements of GDPR.

IT Skills

They should demonstrate an excellent level of keyboard skills and be familiar and capable of working with all Microsoft Office applications. Bespoke IT packages may also be employed within the organisation and the **Stakeholder Engagement Manager** must develop their skills on any new package with speed and confidence. Experience of using LinkedIn and Twitter would be beneficial.

Flexibility

Weekly hours are 22.5 and the number of days and hours to be worked over each day are open to negotiation; however, in return we would hope for flexibility to increase hours on an ad hoc basis to suit the business needs when required.

To apply, please send your CV, along with a detailed covering letter highlighting why you would like to work with us and what you would bring to our organisation to rose.dinsdale@thinkingplace.co.uk by 9.00am on Friday 18th March 2022.

Please note – applications with generic covering letters will not be accepted.