



JOB DESCRIPTION

Education Partnerships Development Manager (Training Provider Partners)

Key details

Detail	Information
Job title	Education Partnerships Development Manager (Training Provider Partners)
Responsible to	Head of Education and Career Development
Location	Hybrid
Hours of work	Full-time
Salary	£36,000 - £40,000 per annum
Department	Education and Career Development
Employment type	Permanent

How to apply

Apply at: <https://apply.workable.com/cimspa/>

Who to contact

Natasha Eason

Associate Director for Education and Career Development
Natasha.eason@cimspa.co.uk

People and Culture Team

peopleculture@cimspa.co.uk

Deadline

The closing date for applications is **9am on Monday 29th September 2025**.

Next steps

- We will sift through all applicants within a week of the closing date and will be in touch regardless of the outcome.
- If successful, an interview will be held in Loughborough on **Wednesday 8th or Thursday 9th October 2025**.

An inclusive workplace

We believe in embracing difference and we are committed to building an inclusive and diverse workforce. We know that our diversity creates successful teams and delivers success, meaning all applicants will be treated fairly without regard to race, religion, sex, nationality, age, physical or mental disability, sexual orientation, marital status, gender identity and expression.

We operate an anonymous recruitment process ensuring a fully fair and non-biased procedure in our recruitment practices thus ensuring we have a high-performing team.

About CIMSPA

CIMSPA is the professional development body for the UK's sport and physical activity sector, committed to supporting, developing and enabling professionals and organisations to succeed and, as a result, inspire our nation to become more active.

Together we're developing a vibrant, UK-wide sport and physical activity sector, with the highest standards of service delivery.

Our vision

Shaping a recognised, valued and inclusive sport and physical activity sector that everyone can be a part of.

We are an ambitious organisation with a brilliant team who are very talented. We've a lot of work to do but we remain focused on the things that make us great - our people and our culture. We truly believe in giving all our team members a voice which is why we lead by listening.

No matter what your experience, role or level, you will be involved in strategy updates, sessions and discussion groups. It really is important that you have a say.



CIMSPA

About this role

The Education Partnerships Development Manager is responsible for managing and growing relationships with training provider partners, while driving commercial growth through the expansion of CIMSPA Quality Assured endorsement and new product offerings.

The postholder will ensure that current training provider partners are well supported and engaged, aiding retention of partners, while proactively developing new partnerships, increasing revenue, and maximising the impact of CIMSPA's role in education and workforce development, to promote excellence and best practice in the sector.

Job description – key tasks

Partnership Development & Management

- Act as the main relationship manager for a portfolio of education and training providers.
- Work with partners to optimise and enhance impact in the sector.
- Ensure partners remain engaged, supported, and aligned to CIMSPA's professional standards, QA and Professional Status.
- Strengthen long-term partnerships that drive satisfaction, retention, and growth.

Commercial Growth & Recruitment

- Lead on the acquisition of new education partners, growing the number of providers engaged with CIMSPA.
- Identify and convert commercial opportunities across the education sector.
- Collaborate with marketing and communications to design campaigns that attract new providers and increase uptake of CIMSPA services.

Engagement with Products & Services

- Drive partner engagement with new and existing CIMSPA products and services aligned to Professional Status.

- Gather partner insight and market intelligence to shape partners product development and ensure relevance to providers.
- Act as the 'voice of the provider' internally, influencing decisions to improve engagement and value.
- Ensure processes are effectively implemented to ensure contractual partnership obligations are met.

Strategic Contribution & Market Presence

- Contribute to CIMSPA's wider commercial and partnership strategy.
- Monitor, analyse, and report on performance, market trends, and similar product and service offer.
- Represent CIMSPA at external meetings, events, and conferences to build profile and networks across the education sector.

Measures of Success

- Growth in the number of education partners.
- Increased revenue from education partnerships.
- High levels of partner satisfaction and retention.
- Strong adoption of CIMSPA products and services.
- Enhanced profile and influence of CIMSPA within the education and training sector.

Job description – person specification

Essential skills, knowledge and experience

- Proven experience in partnership or account management within education, training, or professional services.
- Demonstrable track record of achieving growth targets in a commercial or business development role.
- Strong understanding of the current UK education and training landscape , including how apprenticeship providers operate.
- Relationship-building skills with the ability to influence and engage stakeholders at senior level.
- Excellent verbal and written communication, presentation, and negotiation skills.
- Ability to balance commercial priorities with maintaining high-quality partner engagement.
- Strong organisational and time management skills, able to manage multiple priorities effectively.
- Self-motivated, proactive, and results-oriented with a focus on delivery.
- Ability to analyse data, identify trends, and produce clear performance reports.
- Comfortable working independently as well as collaboratively within a team.

Desirable skills, knowledge and experience

- Experience working with apprenticeship training providers or employers delivering apprenticeships.
- Knowledge of quality assurance, accreditation, and endorsement processes.
- Familiarity with both regulated and non-regulated training markets.
- Experience working in or alongside a membership body, awarding organisation, or professional regulator.
- Understanding of the sport, physical activity, or wider employability/skills sector.
- Experience in product development or supporting the rollout of new commercial services.
- Established networks across the education, training, and apprenticeship landscape.

CIMSPA behaviours

Be able to demonstrate CIMSPA behaviours in all areas of work

We care

- Sensitiveness: attuned to the needs of others.
 - Welcoming: make others feel welcome through patience, respect and kindness.
 - Encouraging: supports others and nurtures their development.
 - Sharing: collaborating with others and passing on ways of working to make the organisation better.
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We are adaptable

- Display initiative: reactive/responsive; cope with stress; ability to prioritise.
 - Change: able to adapt to and make changes.
 - Progression: can facilitate steps to achieve progression.
 - Inventive: uses resources flexibly.
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We are aware

- Seek/welcome feedback: take criticism/praise; reflect; know your role/motivations; conscious of effect on others; be conscious of how you are communicating (tone, body language, etc.).
 - Approachable: being available, listening and having an affinity with others.
 - Confidence: poise; demeanour; control; capable; articulation; grace.
 - Reflective awareness: think critically leading to self- improvement.
 - Self-management: reflective behaviour allowing you to improve performance.
 - Awareness of others: ability to influence others.
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We are engaging

- Actively interacts; observant; welcoming; reassuring; listening; understanding people's values and motives; approachable; builds relationships.
 - Interactive: communicates effectively.
 - Energetic: passionate; enthusiastic; positive.
 - Sociable: amenable; approachable; interacts.
 - Motivational: encourages others to achieve goals.
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We are willing

- Proactive: actively tackles problems; offers to help others; responsive to new ideas.
 - Solutions not problems.
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Working for CIMSPA

Everyone deserves a great workplace. Everyone deserves to want to come to work and to feel that they are making a difference. Everyone deserves to be valued and trusted by their employer and to be allowed to learn and grow in their role. This is our aim at CIMSPA.

We take our culture and our employees' well-being seriously.

These days, like much of the world, we're operating in hybrid working conditions but love to see our colleagues getting together in the office, finding out about each other and enjoying the camaraderie.

We believe in our people and are committed to providing a stable, positive and supportive working environment. In our view, a healthy and happy workforce are better equipped to do their best work and more importantly, enjoy their lives inside and outside the workplace.

Quarterly team meetings give us a chance to connect with colleagues and celebrate our successes and catchup on how we are all doing. We also give out our quarterly staff awards, a real opportunity for you to recognise your colleagues.



Working for CIMSPA

What you can expect:

- Hybrid working arrangements with the opportunity to work in the office and remotely from home
- Competitive salary and enhanced contributory pension.
- Unlimited holidays plus bank holidays.
- Life assurance.
- Health Cashplan.
- Enhanced and equal maternity, paternity, adoption and surrogacy leave.
- Monthly healthy living allowance: up to £30 per month.
- New starter support: £250 home office equipment payment.
- Welcome box.
- Range of flexible benefits including retail discounts, employee assistance programme, Cycle to Work scheme, free onsite parking, onsite shower facilities, free tea and coffee etc.

And that's not all...

We believe work should be enjoyable and rewarding and we believe it is. Here at CIMSPA, we offer more than just the basics...

- One-to-one time with our CEO.
- Quarterly staff awards.
- Flexible working.
- Employee of the year award.
- Regular team events.
- Funded qualifications.
- Personalised development plan.
- Wellbeing committee - we call this "Wellbots".
- Environment and sustainability committee - we call this "Greenbots".

And importantly, you have a voice!



The Chartered Institute for the Management of Sport and Physical Activity

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