

# JOB DESCRIPTION



<b>Job Title:</b> Education Partnerships Manager
<b>Department:</b> Education Services
<b>Faculty/Professional Service:</b> Central Services
<b>Location:</b> London
<b>Reports to:</b> Head of Strategic Education Office
<b>Full Time/Part Time/Casual:</b> Full Time
<b>Grade:</b> Grade 6
<b>Overall Purpose of the job:</b> To support the School's education-focused external relationships, both in the UK and overseas, with a particular emphasis on strategic education partnerships and collaborations, customised training, and professional development initiatives.  The post-holder will contribute to the development of policies and decision-making processes regarding the School's education partnerships strategy; support interactions with education partners and collaborators; and ensure the implementation of agreed actions. The role will also involve engaging with Higher Education Institutions (HEIs), industry, NGOs, and other organisations to develop mission-led income-generating education initiatives.

## General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

## Our Values

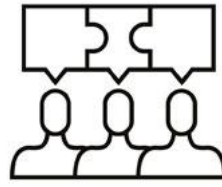
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## **The Strategic Education Office (SEO)**

The Strategic Education Office (SEO), part of Education Services at LSHTM, plays a central role in driving forward the School's education partnerships and collaborations. The SEO supports the development of mission-led, sustainable initiatives that enhance LSHTM's global footprint in education. This includes cultivating strategic relationships with universities, NGOs, industry, and government bodies, and developing customised training, short courses, and knowledge transfer consultancy services.

Working closely with faculties and professional services teams, the SEO actively identifies and shapes new education opportunities that align with LSHTM's mission to improve health worldwide. The team focuses on ensuring that these opportunities are well designed, deliver measurable impact, and are supported by sound governance, clear objectives, and robust financial planning.

## **Main Duties and Responsibilities**

### **Service Delivery**

- Support the development and management of education partnerships with universities, NGOs, industry, and government bodies to expand LSHTM's education offerings, including short courses, executive education, and customised training.
- Assist in identifying and developing new education collaboration opportunities, ensuring alignment with LSHTM's mission and strategic priorities.
- Work closely with faculty and administrative teams to facilitate the design, delivery, and evaluation of education partnerships.
- Support the implementation of education projects by assisting with proposal development, partnership agreements, and project coordination.
- Ensure smooth administration and communication of education partnership activities by acting as a central contact point for internal and external stakeholders.
- Support the development and maintenance of partnership data and reporting mechanisms, tracking key metrics.
- Work collaboratively with LSHTM's Communications and Engagement team to promote education partnerships, highlight success stories, and raise awareness of available scholarship opportunities.

### **Decision Making**

- To meet regularly with the Head of the Strategic Education Office (SEO) to provide updates on education partnerships, ensuring alignment with institutional priorities and identifying opportunities for strategic growth.
- To report at agreed intervals on the progress, challenges, and potential risks associated with education partnerships, making recommendations to the Senior Leadership Team via the Head of the SEO to inform decision-making and future initiatives.

### **Planning and Organising**

- Coordinate and support the development of education partnerships by managing key activities, timelines, and deliverables to ensure smooth collaboration between LSHTM and external partners.
- Support the development of partnership proposals and agreements, including writing, editing, and budget profiling.
- Organise and facilitate meetings, workshops, and engagement activities with internal and external stakeholders, ensuring alignment with strategic priorities and agreed objectives.
- Track partnership progress and maintain accurate records, including partnership agreements, reporting requirements, and key milestones, to support informed decision-making and long-term planning.

### **Initiative and Problem Solving**

- Identify and address challenges in the development and management of education partnerships, proactively proposing solutions to enhance collaboration and operational efficiency.

- Support the development of innovative partnership models and engagement strategies, ensuring they align with LSHTM's strategic education priorities and the needs of external partners.
- Assist in resolving operational and logistical issues related to partnership activities, working closely with internal teams and external stakeholders to ensure smooth implementation.
- Adapt to evolving partnership needs and sector trends, using initiative to refine processes, explore new opportunities, and contribute to the continuous improvement of LSHTM's education partnerships.

### **Analysis and Research**

- Collect, analyse, and interpret data on education partnerships and collaborations, identifying trends, opportunities, and challenges to inform strategic decision-making.
- Monitor and evaluate the performance of education partnerships and collaborations to assess impact, effectiveness, and alignment with LSHTM's strategic priorities.
- Conduct sector research, identifying emerging trends in education partnerships to enhance LSHTM's collaborative activities.

### **Liaison and Networking**

- Build and maintain strong relationships with internal and external stakeholders, including academic and professional service colleagues, partner institutions, industry, NGOs, and government bodies, to facilitate effective education partnerships and collaborations.
- Act as a key point of contact for education partnerships, ensuring clear and consistent communication between LSHTM and external partners, and coordinating responses to enquiries.
- Work closely with LSHTM colleagues across faculties and departments, including legal, finance and communications, to ensure partnerships are effectively managed and aligned with institutional policies.
- Coordinate and support engagement activities, such as partnership meetings, networking events, and visits, to strengthen collaboration and identify new opportunities for joint initiatives.
- Represent the SEO at internal and external meetings, promoting LSHTM's education partnerships and ensuring that key developments and insights are shared across relevant teams.

### **Teamwork and Motivation**

- Take a proactive and self-starting approach to supporting education partnerships, working independently while ensuring alignment with team and institutional goals.
- Collaborate effectively with colleagues across LSHTM, facilitating connections and supporting staff engagement in partnership opportunities.
- Contribute to a positive and solution-focused team culture, sharing knowledge and best practices to strengthen LSHTM's approach to education partnerships.

### **Communications**

- To act as the focal point for internal and external communications relating to education partnerships and to ensure timely and effective dissemination of information across LSHTM by:

- Developing and implementing communication strategies to promote education partnerships both within and outside the School, liaising with relevant external organisations as appropriate.
- Ensuring staff and key stakeholders are regularly informed about the objectives, progress, and impact of education partnerships through internal updates, briefings, and communication channels.
- Maintaining and updating digital resources, including intranet and website content, to showcase LSHTM's education partnerships and provide accessible information on collaboration opportunities.
- Working closely with the Communications & Engagement team to align messaging, highlight success stories, and enhance the visibility of LSHTM's education partnership activities.

#### ***Additional Information***

- Occasional overseas travel may be required to represent LSHTM and support the development of global education partnerships.

#### Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

**This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).**

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
<b>Education, Qualifications and Training</b>	• Undergraduate degree and evidence of professional development including regular training to demonstrate a high level of competency	E
	• Postgraduate degree in an area relevant to the position	D
<b>Experience</b>	• Experience of developing and implementing education partnerships in a HE context, including issues of due diligence and monitoring performance	E
	• Experience of representing an organisation and working with senior executives from external bodies and senior staff at higher education institutions	D
	• Extensive experience of writing and editing complex papers, proposals and reports for senior colleagues	E
	• Experience in developing and coordinating joint educational initiatives, short courses, or executive education programmes	E
	• Experience of developing and managing digital communication channels, including intranet and website content, to promote education partnerships and collaborations.	D
	• Experience of working with international organisations , industry, NGOs, or government agencies on education initiatives.	D
<b>Knowledge</b>	• Knowledge of education partnerships in the higher education sector, including engagement with academic institutions, industry, NGOs, and government bodies.	E
	• Understanding of LSHTM's mission and its role in global health education.	E
	• Familiarity with different educational models, including online, blended, and executive education formats.	E
	• Awareness of global health education trends and their implications for partnership development.	D
<b>General</b>	• Ability to exercise discretion when handling confidential matters and display a professional attitude towards colleagues, students, external partners and others	E
	• Commitment to LSHTM's policy of equal opportunities and the ability to work collaboratively and flexibly with colleagues of diverse backgrounds	E
	• A proactive and self-starting approach to identifying and developing education partnership opportunities, supporting decision-making, and driving initiatives forward.	E

	<ul style="list-style-type: none"> <li>• Strong ability to work across teams, liaise with multiple stakeholders, and communicate complex ideas clearly to internal and external audiences.</li> <li>• Willingness and ability to undertake occasional overseas travel to represent LSHTM and support the development of international education partnerships.</li> </ul>	E  E
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E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: March 2025

## Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1.0 FTE. The salary will be on the Professional Services salary scale, Grade 6 scale in the range £45,097 - £51,156 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

## Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

## Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).