

## **Partnerships Manager (Country Programme Focus)**

### **Modern Energy Cooking Services Programme**

**Full-time, fixed term, starting as soon as possible and ending on 31<sup>st</sup> March 2026**

**Job Ref: REQ240552**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

1.8 billion people have access to electricity but still cook with biomass. Load shedding, weak grids, affordability of electricity, accessibility of liquid petroleum gas (LPG), tradition, perceptions, and a lack of suitable cooking appliances all act as barriers to scaling up the use of electricity or gas for cooking – clean cooking. The Modern Energy Cooking Services Programme (MECS), is a £39.8 million, 8 year programme funded by UKAid through the Foreign Commonwealth and Development Office, led by Loughborough University.

We already know that increasing access through renewable energy generation is becoming more affordable and opening new windows of opportunity. New business models and smart monitoring are improving the reliability of LPG distribution, appliances can be made more energy efficient but still cook favourite foods so they taste right, and cooking with electricity is becoming increasingly affordable with issues of reliability and sustainability being overcome. We want to build on these opportunities and the new knowledge emerging from the MECS programme to break out of business-as-usual approaches and rapidly accelerate the transition from biomass to clean cooking on a global scale. MECS has so far worked with over 120 organisations, from 28 countries across 4 continents and this continues to grow. The post holder will be required to travel to work with partners overseas (in Uganda and Tanzania).

There is already one Partnerships Manager in post. This is a second role designed to support our work in Tanzania and Uganda specifically, where there are two large in country programmes (called country demonstrators, totalling £7m).

### **Job Description**

**Job Grade:** Management and specialist, Grade 7

#### **Job Purpose:**

This post will steer the partnership between country governments (Uganda and Tanzania), MECS, and FCDO country offices. The post holder will be responsible for ensuring the demonstrator programme moves forwards in partnership with these stakeholders, identifying and removing potential barriers and supporting programme deliverables. Each demonstrator is supported by a Manager, a Research Associate, and a local consultant. The Partnerships Manager will work very closely with this team.

#### **Job Duties**

- To work with the country demonstrator teams, steering partnerships to support the smooth implementation of in-country activities.

- To provide monthly, quarterly, and annual reporting to the senior management team and upwards to FCDO.
- To build, maintain, and look for opportunities to grow existing partnerships.
- Communicate complex and conceptual ideas to a wide range of audiences, including those without specialist or academic knowledge, using a variety of media.
- Work with the Comms Team to develop targeted materials to support engagement and partnership building.
- Monitor and measure the impact and outcomes of stakeholder engagement activities, providing regular updates to support the programme's reporting requirements.
- Respond efficiently and effectively to requests from senior leadership.

#### **Other related activities and functions**

- Engage in training programmes in the University (or elsewhere) that are consistent with the needs and aspirations of the project and those of the School.
- Engage in relevant induction and training programmes as required.
- To work effectively with administrative, technical and academic colleagues across the University.
- To carry out specific administrative roles and functions as may be reasonably required.
- To engage fully with the annual Performance and Development Review (PDR) process.
- Undertake other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

#### **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

#### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

#### **Organisational Responsibility**

Reports to the MECS Programme Manager

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Substantial related professional experience in partnership management and stakeholder engagement	1,2,3
	Proven experience of developing strategic stakeholder/partner engagement plans with appropriate underpinning evaluation methods	1,2,3
	Experience of communicating programme findings to external (non-academic) partners	1,2,3
	Experience of being able to identify and engage with a non-traditional stakeholders/partners on a previous project/programme.	1,2,3
	Experience of working with partners to enhance their own capacities for partnership management/stakeholder engagement	1,3
	Experience of measuring the success of digital activity and collating, analysing and reporting on statistics.	1,3
	Experience of dealing with multiple priorities, working to tight deadlines and reacting to rapidly changing situations.	1,3
Skills and abilities	Excellent oral communication skills	1,3
	Proven ability to create and/or commission a wide variety of communications outputs, targeted to identified audiences and in plain language (e.g. briefing notes, policy notes, funding proposals, reports).	1,2,3
	Competence in IT skills and Internet usage	1,3
	Knowledge of relevant laws and legislation governing digital publishing.	1,3
	Ability to work as part of a team and to collaborate with others	1,3
	Ability to manage own workload	1,3
	Excellent attention to detail.	1,3
Training	Show commitment to maintaining up-to-date knowledge on emerging digital technologies.	3
	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	1,3
Qualifications	Good honours degree in a related subject	1,3
	Willingness to travel on behalf of the project including overseas	1,3

## Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in international development settings with partners from multiple countries	1,3
	Experience of working in or with the electrification and or clean cooking sector	1,3
	Experience of working on a large programme/initiative (either in terms of budget or scale of reach)	1,3
	Experience of cross-disciplinary work and/or multi agency partnership work	1,3
Qualifications	Nationally recognised professional qualification in communications/PR	1

## Conditions of Service

The position is full time and fixed term starting as soon as possible and ending on the 31<sup>st</sup> March 2026. Salary will be on Management and Specialist Grade 7, £45,585 - £56,0241 per annum, at a starting salary to be confirmed on offer of appointment.

The university is committed to allowing its employees to work dynamically with a combination of working on campus and remotely, where possible. This role has been identified as a role that could work dynamically and if successful your manager will discuss these informal arrangements with you. Please note there is a general expectation that the successful candidate will spend the majority of time working on campus. (further information is available [here](#)).

The appointment will be subject to the University's Terms and Conditions of Employment for staff grades 7 and above, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>