

# Assistant Partnership Programme Manager

Reports to: Partnership Manager

The part I play at Bromford Flagship to enable people to thrive is:

To support the Partnerships team to ensure efficient and professional delivery of partnership development schemes within set budgets and timelines.

I possess a comprehensive understanding of partnership contracts and actively contribute to their successful execution. Collaborating closely with the Partnerships Manager, I help establish and nurture relationships with our partners and clients.

I recognise the vital role of the Partnership Team within the broader development team, working towards creating new homes for Bromford Flagship and driving purposeful profitability.

I am responsible for maintaining records, producing reports, and ensuring governance assurance across various areas such as risk management, health and safety, financial controls, and data protection. Aligned with Bromford Flagship's values, I continuously strive to enhance both internal and external relationships for the benefit of the business.

## My skills and experience include:

I'm able to work proactively, paying keen attention to detail, taking personal accountability, and effectively managing work priorities. I have substantial experience in the new build construction industry and excel in coordinating external contractors.

I bring strong interpersonal skills to foster high-performance teamwork. I am proficient in analysing tenders, reviewing costs, and monitoring cash flows. I have a good understanding of the new build sales market. My IT skills enable me to precisely collate important data, manage file structures, and write and present reports effectively.

I have a high-level qualification in construction (or currently working towards one), or with strong industry knowledge.

I hold a full valid UK driving license.

## The skills I will develop include:

I will develop my analysing skills and build on my knowledge of using the analysis to challenge external financial data.

I will learn the full Bromford Flagship development process from working with the pre-contract team through to Sales and Aftercare. With an opportunity to shadow different development teams, expanding my development knowledge.

