

# Partnerships Manager

## Recruitment Pack



Be What You See Consultancy  
Limited.  
March 2025



# Be What You See (BWYS) Consultancy LTD

## Partnerships Manager Recruitment Pack

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Many thanks for your interest in the post of Partnerships Manager with Be What You See Consultancy. We are pleased to share our Employee Recruitment Pack with you.

Enclosed in this pack you will find detailed information about the role of the Partnerships Manager, an introduction to our company, information about our company and the benefits of joining our team. Our goal is to provide prospective employees with a comprehensive understanding of our organisation and the opportunities that await them.

Be What You See occupies a unique position in the Equity, Diversity and Inclusion training space with our focus on workplace discrimination prevention. Our mission is to create a world where hate and discrimination are not tolerated – somewhere where everyone is treated fairly and with respect and is able to be their true, authentic selves. We strive to reflect this mission within our company, by creating a positive and inclusive work environment where every employee can thrive.

Enquiries: If you have any questions about the contents of the recruitment pack or would like to arrange an informal conversation about the role, please contact Alex Webb:

[Alex.Webb@bewhatyousee.co.uk](mailto:Alex.Webb@bewhatyousee.co.uk).

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Visit our [LinkedIn Page](#) to find out more about BWYS' current activities.

## 1. Particulars Of Appointment

<b>Job Title</b>	Partnerships Manager
<b>Function</b>	Client Management
<b>Salary</b>	£33,000 per annum
<b>Hours</b>	35 hours per week
<b>Duration</b>	12 months Fixed Term from your start date in the first instance
<b>Location</b>	The role will be split between home-working, co-working office space and training venues across the UK.
<b>Reporting to</b>	Head of Impact and Strategy
<b>Responsible for</b>	N/A
<b>Start Date</b>	From April 2025

## Team Structure

Chief Executive Officer (CEO)	Head of Impact and Strategy	Partnerships Manager
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## Role Summary

The BWYS Partnerships Manager is responsible for managing BWYS' training packages, with a particular focus on the coordination and delivery of either the Adults' or Young People's EDI Champions Programme. The Partnerships Manager is responsible for the end-to-end delivery of the programme, from the initial planning stages and the setting of the training timetable, through to the

delivery of the sessions and gathering of evaluation data. Throughout the programme, the Partnerships Manager will be responsible for the communications between BWYS and the participants and client.

To ensure the smooth running and effective delivery of the EDI Champion programmes, the Partnerships Manager will oversee the work of external training providers which includes BWYS' Associate Trainers and other training partners such as third sector organisations and training providers.

Alongside the EDI Champion programmes, you will support the delivery of Be What You See's partnerships with our clients with a particular focus on the initial stages of the partnership. Part of this will involve delivering our stand-alone training programmes for some of these partnerships.

## **Responsibilities and Duties**

- Manage specific EDI Champions Programmes which can include both the adults' and young people's programmes. This will involve you having to:
  - Liaise with Clients which includes training timetables, logistics, training updates
  - Manage participant communication;
  - Facilitate and deliver training;
  - Manage external staff who are delivering training on behalf of BWYS such as our Associate Trainers and other training providers;
  - Oversee ongoing project management and administrative tasks throughout the duration of the programmes to ensure their smooth running;
  - Ensure training content is kept up-to-date and contribute to new training development.
- Client management, including fostering effective relationships and responding promptly to queries and requests.
- Deliver and design Neurodiversity Inclusion training which will include:
  - discussing incidents of discrimination against neurodiverse people in the workplace,

- sharing knowledge of neurodiverse-inclusive approaches and practices in the workplace (for example, designing and implementing reasonable adjustments or the creation/delivery of neurodiversity support policies),
- using your experience supporting neurodiverse people in cases of discrimination or your lived experience of managing experiences of workplace neurodivergent-discrimination to inform the design and delivery of training.
- Assist the BWYS Company Director with marketing and sales meetings.
- Assist the Head of Impact and Strategy with evaluation and monitoring of the EDI Champions programmes and other BWYS training.
- Contribute to, and create, material for marketing campaigns including brochures, blogs, social media platforms and BWYS website.
- Deliver BWYS training programmes with a particular focus on Active Bystander intervention.
- Undertake training as required by the needs of the role.
- Represent BWYS and its values when delivering training and meeting with external stakeholders.
- Ensure BWYS policies and legal requirements are met such as GDPR, BWYSs Safeguarding and Health and Safety policies.
- You may from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.

## Essential Skills and Experience

Skills and Knowledge	Why do we need this?	How will we assess this?
A commitment to equality of opportunity and passion for inclusion and social justice.	Inclusion and social justice is central to our work at Be What You See. All team members having a commitment to this is essential to uphold and share this with our clients and participants.	Application Interview Assessment
Excellent administration skills and experience of using MS Office and other IT systems (e.g.	Email communication, virtual meetings and training resource creation is a weekly part of working life at Be What You See. It's important for our team to be able to work confidently with IT systems to deliver this.	Application Assessment

<p>email, Excel, PowerPoint, Word, SharePoint, Zoom, Teams).</p>		
<p>Excellent presentation skills and experience of delivering training to small and large groups, both in-person and online.</p>	<p>Delivering training and presentations will be an at least monthly part of your role at Be What You See. Being able to deliver information in an effective, clear and engaging way to different group sizes will be vital to your success as a Partnerships Manager.</p>	<p>Application Assessment</p>
<p>Excellent organisational and project management skills, able to plan and prioritise a variety of work activities and meet strict deadlines.</p>	<p>Supporting multiple clients receiving our training programmes means our Partnerships Manager will need to be organised and able to meet deadlines across different projects.</p>	<p>Application Assessment</p>
<p>Ability to work independently and as a flexible team player.</p>	<p>As a small team, each role in Be What You See will have lead responsibility for different projects. Being able to confidently manage these is essential to success as a Partnerships Manager. Additionally, there are times where our projects are co-led so flexibility and readiness to work in a team is vital.</p>	<p>Application Interview</p>
<p>Ability to be creative and solve problems, with experience of contributing to the development and improvement of programmes and systems.</p>	<p>As our Partnerships Manager, you will be supporting our clients and trainers with the logistics and delivery of training. Being able to identify solutions when problems arise and implement them effectively is key to the high quality service we give our clients and trainers.</p>	<p>Application Interview</p>
<p>Excellent communication skills (written and oral) demonstrating an ability to deal with a wide range of people</p>	<p>Each week in Be What You See we communicate with our team, trainers, clients and training participants. Being able to effectively communicate and engage stakeholders regardless of their pre-existing knowledge, experience or understanding is important.</p>	<p>Application Interview</p>

with varying levels of understanding and experience.		
Preparedness to work flexibly which may include early morning, evening and weekend working.	The majority of work at Be What You See happens between 8am and 5pm Monday-Friday. However, on occasion we are required to support clients outside of these times including weekends so having flexibility is important. Advance notice will be given when work is requested outside of these times.	Application
<b>Experience</b>	<b>Why do we need this?</b>	<b>How will we assess this?</b>
Delivering EDI workplace training with a particular focus on Neurodiversity Inclusion.	Our adults' training programmes are all related to experiences in the workplace. As a result, our staff having experience delivering workplace-focussed training particularly on themes related to EDI is key.  Neurodiversity Inclusion is one of our core training programmes. Having experience supporting neurodiverse people in cases of workplace discrimination and knowledge of neurodiverse-inclusive practice in the workplace is key to delivering this training effectively.	Application Interview
Experience of working with young people.	We deliver training programmes with adults and young people. We pride ourselves on excellent facilitation so our staff bringing experience working with young people is important for achieving this.	Application Interview
Experience of conflict management, for example, mediating difficult conversations.	The themes of Be What You See's training are sensitive and conflict can arise. Being able to manage conflict and de-escalate when required is important to the success of the role.	Application Interview

## Desirable Qualifications and Skills

<b>Skills and Knowledge</b>	<b>Why would we like you to have this?</b>	<b>How will we assess this?</b>
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Holding a full UK drivers' license.	Our training happens across Greater Manchester and the UK. Holding a full UK drivers' license allows staff to drive to sites that are less connected by public transport.	Application
<b>Experience</b>	<b>Why would we like you to have this?</b>	<b>How will we assess this?</b>
Experience in managing, supervising and motivating staff.	As a Partnerships Manager, you will support trainers who deliver our programmes. Being able to supervise and motivate them throughout this is important to delivering high quality training to our clients.	Application Interview
Experience delivering and communicating Active Bystander education.	Active Bystander training is one of our core training programmes. Having experience educating people on Active Bystander intervention is key to meeting Be What You See's delivery. Training will be provided on delivering all Be What You See workshops you are asked to deliver.	Application Interview

## Safeguarding

BWYS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Equal Opportunities Statement

Be What You See is an Equal Opportunities Employer. The company is committed to equal employment opportunities regardless of age, sexual orientation, gender, pregnancy, religion, nationality, ethnic origin, disability, medical history, skin colour, marital status or socio-economic status. We base all our employment decisions on merit, job requirements and business needs.

## Appointment Details

- All BWYS staff whose role involves working with young people are required to undertake a DBS (Disclose and Barring Service) check as required by BWYS safeguarding policy.



- This post will require some early morning, evening and weekend commitments as well as travel. Appointees must, therefore, be prepared to work outside regular office hours and undertake such travel as necessary. BWYS operates arrangements to recognise this working pattern and to ensure an appropriate balance between working and non-working time.






## 2. About Be What You See

[Be What You See \(BWYS\) Consultancy](#) is a workplace discrimination prevention company focusing on Equity, Diversity and Inclusion (EDI). We design and deliver training packages for adults and young people and work across a range of sectors including Sport, Health and Education. We work with some of the UK’s leading organisations and facilitators, training adults and young people to become advocates of anti-discriminatory and good Equity, Diversity and Inclusion practice. Our training includes Anti-Racism, LGBTQIA+ Inclusion, Neurodiversity Inclusion and Active Bystander intervention as well as bespoke consultancy projects.

### Be What You See’s Values

Our values define what we do at Be What You See including how we partner with our clients, support training attendees and the message we want to share with the world.

<p><b>Courage</b></p> 	<p><b>Impact</b></p> 	<p><b>Freedom</b></p> 
<p>We harness the power of courage to equip individuals and organisations with the knowledge and tools to stand up for what is right in the face of inequality.</p>	<p>We are committed to fostering individual and organisational social impact. We believe even the smallest change can make a difference.</p>	<p>We champion freedom and the ability to be your authentic self. Our work gives permission to embrace your individuality.</p>

### EDI Champions Programme

Our EDI Champions model enables us to deliver a culture-shifting programme that equips participants with the skills and knowledge needed to create more accessible and inclusive environments and increase awareness of the barriers and experiences of underrepresented and/or marginalised groups.

Our Adults' programme is focused on equipping our Champions with the understanding and confidence required to challenge and implement positive change. This is with an end goal of the Champions delivering sessions to their wider teams to share learning and create a truly inclusive working environment that expands organisations' EDI responsibilities and projects.

Our Young People's programme is a discrimination prevention initiative that educates young people on Human Rights and Equality. The Champions receive training on Anti-Racism, LGBTQIA+ Inclusion, Neurodiversity Inclusion and Active Bystanding. We then work with pupils and their schools to design and deliver Diversity Workshops.

### 3. BWYS Team

The BWYS Core Team consists of three full-time employees (shown below). The wider BWYS Team includes our [Associate Trainers](#) who deliver training on behalf of BWYS and a number of freelancers who specialise in different areas such as business development, financial management and social media.

#### Catherine Millan (she/her), Founder and CEO



Catherine founded BWYS in 2022. She has over 15 years of experience in training and project management across various charities and NGOs globally. She specialises in Equity, Diversity, and Inclusion (EDI) and Hate Crime prevention, having led impactful projects that enhance educational inclusivity and tackle systemic inequalities.

Catherine has collaborated with key stakeholders such as The Crown Prosecution Service, the National Union of Teachers, and universities to deliver programs that promote equitable learning and diversity in the curriculum. Her leadership in EDI extends to pioneering initiatives aimed at bridging the degree awarding gap and empowering Champions of Equity, Diversity, and Inclusion.

#### Alex Webb (he/him), Head of Impact and Strategy



As Head of Impact and Strategy, Alex ensures that BWYS' training is impactful and evidence-led. Alex is also the training lead for BWYS' LGBTQIA+ Inclusion training. With over seven years' experience of working in social mobility, inclusion and impact, Alex has worked in a range of sectors including higher education and the charity sector.

Alex also takes the lead on our process development and organisational action plan to ensure strategic oversight of the different activities across the business. Alex will also be the line-manager for our Partnerships Manager.

### **Viv Richards (he/him), Programmes Manager**



As Programmes Manager at BWYS, Viv liaises with clients to ensure that our training is delivered smoothly. Viv also leads on the development and delivery of our work with schools. With 12 years of experience, Viv has dedicated his career to empowering youth, starting in local youth clubs in Liverpool while earning his Sports Science degree. Viv further enhanced his expertise with a postgraduate degree in education, working with Everton Free School to support students struggling in mainstream educational settings.

Together, the Programmes Manager and Partnerships Manager look after the full client journey once they have decided to work with us so our Partnerships Manager will work closely with Viv.

## **4. Benefits and Perks**

At Be What You See, we believe in ensuring our team have support to learn and grow each year. We see this as essential to a healthy working culture, and creating an environment where people can feed their passions both within and outside of their role.

### **Holidays and other paid leave**

Staff are entitled to the following each year:

- 23 annual leave days per year (running 1 September – 31 August each year) plus English bank holidays that fall outside of Christmas closure period.
- Christmas closure days from 24 December to 2 January inclusive.
- A day's leave on your birthday (or the nearest working day if your birthday is on the weekend, bank holiday or Christmas Closure).
- 1 volunteering day per year (running 1 September – 31 August each year) rising to 2 volunteering days after 3 years' service.

- Up to 2 personal days to support staff with “life admin” that needs weekday time.

## Staff training and development

- Each employee receives a dedicated training budget per year to support your development within Be What You See.

## Staff Wellbeing

- Access to an [Employee Assistance Programme](#) (EAP) which includes a 24/7 all-year round confidential helpline, counselling sessions and financial advice.
- Optional team socials take place every other month.

## Policies

We have a number of policies in place to ensure staff are supported in the workplace. These policies have been developed and reviewed with our employees.

- Hybrid Working: BWYS embraces a flexible work arrangement where staff spend a minimum of 60% of their week in the office or at training venues, with the option to work remotely for the remaining time. This balanced approach maximises both workplace collaboration and personal flexibility.
- Paid company sick leave and compassionate leave.
- Pension contributions (3% Employer contribution): our workplace pension scheme is with Nest. If you are eligible, we will automatically enrol you onto the scheme, but you can choose to opt-out.
- Staff code of conduct: this policy outlines how our company values share professional behaviours and workplace interactions.
- Equity, Diversity and Inclusion (EDI) policy: as an EDI Training and Consultancy Company, we hold ourselves up to high standards and strive towards excellence in all areas of equity, diversity and inclusion. This policy sets out our commitment to these standards and the actions in place to ensure we deliver these.

## 5. Application Process and timeline

The selection process consists of two main stages, the application and interview. Below is an estimated timeline, with the understanding that dates may be adjusted as needed.

	Timeline	Details
<b>Stage 1</b>	<p>Application form deadline: 10am (BST), Monday 14 April 2025.</p> <p>Applicants will hear the outcome of stage 1 w/c 28 April 2025.</p>	<p>Applicants should:</p> <ol style="list-style-type: none"> <li>a. Complete the <a href="#">online application form</a>. The form consists of two sections.               <ol style="list-style-type: none"> <li>i. Basic contact and other relevant information</li> <li>ii. 3 questions which applicants can either complete via the online form or record their answers to. These questions are in place of a cover letter.</li> </ol> </li> <li>b. Send their CV to <a href="mailto:info@bewhatyousee.co.uk">info@bewhatyousee.co.uk</a>.</li> <li>c. Send their recording (if not using the online application form to complete the 3 questions) to <a href="mailto:info@bewhatyousee.co.uk">info@bewhatyousee.co.uk</a>.</li> </ol> <p>We reserve the right to close the vacancy early should we receive a high volume of applications. As a result, we encourage you to apply before the day of the deadline.</p>
<b>Stage 2</b>	<p>Interviews will take place w/c 12 May.</p>	<p>The interview will consist of a task and a series of questions with a panel.</p> <p>Interviewees will receive details of the task in advance of the interview. The interview questions will also be shared with interviewees ahead of the interview and notes are permitted during the interview.</p>

		There will also be a virtual task for interviewees to do independently outside of the interview and submit by the end of w/c 12 May.
<b>Onboarding</b>	Our ideal start date would be June/July but we can be flexible.	Our first new Champions programme that our Partnerships Manager will be managing is set to begin in September so starting by June/July will allow time for inductions to be complete before the launch.

## 6. Additional links

Below are a series of additional videos and resources that share the impact of our EDI Champions programme and the history of Be What You See. These are not essential to watch but may help you get a better understanding of our work and mission.

- [EDI Champions Overview – Aimee](#) (11 minutes, 25 seconds) – in this video you will hear from Aimee, one of BWYSs previous EDI Champions, about the impact of the programme on her and her workplace,
- [EDI Champions Overview – Ian](#) (5 minutes, 13 seconds) – in this video you will hear from Ian, one of BWYSs previous EDI Champions, about the impact of the programme on him and his workplace,
- [23/24 Impact Report and Video](#) – on our website you can access our first Impact Report (covering September 2023 to August 2024) and watch a video covering the highlights from the report. The video is 5 minutes, 49 seconds long.



Be What You See



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