

The Royal Society of Medicine

# Director of Partnerships

Job Pack

2024



# Welcome

**Thank you for your interest in becoming our next Director of Partnerships**

**The Royal Society of Medicine (RSM) is a charity whose mission is to share learning and support innovation across all areas of healthcare. We are a leading provider of continuing learning for healthcare professionals and a membership organisation with around 20,000 members in the UK and overseas.**

Our strategy “Better Healthcare for Better Lives” sets out four key pillars of our work. These are:

- **Education:** delivering multi-disciplinary, specialist and general education as well as professional development
- **Learning Resources:** providing excellent medical resources (physical and e-resources)
- **Networks:** connecting those involved in and interested in healthcare
- **Innovation Support:** leveraging expertise across the RSM to help innovators



Our education programme is supported by a faculty of around 1,000 volunteers who form 55 specialist sections, with each section covering an area of healthcare. The RSM’s education programme is unique in its multi-specialty and multi-professional approach supporting healthcare professionals at all stages of their careers.

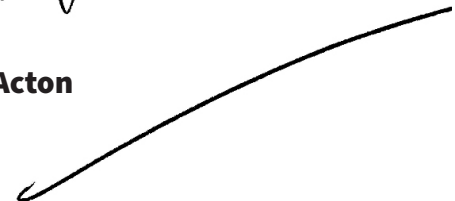
The library at the RSM holds extensive clinical and research material and it is a gateway to a wealth of digital resources, online courses, webinars and tutorials. Traditionally a paper-based resource, it is now transitioning into an online information service, providing support for literature searches and information skills training, as well as a fascinating archive collection.

With around 150 staff, the RSM is based at 1 Wimpole Street in London. Our building houses education and conferencing facilities, a library and members’ facilities including a 47 bedroom hotel (Domus Medica), a restaurant, bar and meeting rooms as well as staff offices.

We are all looking forward to working with our new Director of Partnerships.

A handwritten signature in black ink that reads "Michele Acton". The signature is fluid and cursive, written in a professional style.

**Michele Acton**  
**CEO**

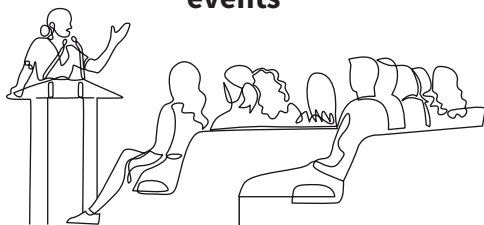


# About us

Established in 1805 as the Medical and Chirurgical Society, the Royal Society of Medicine has a long and rich history as a cross-specialty society sharing medical and healthcare knowledge.

In the academic year  
2022/23, the RSM hosted:

**290**  
events



**72**

in-person

**101**

hybrid

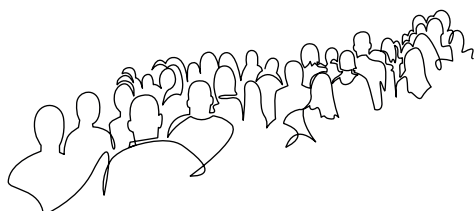
**117**

online



**40,413**

participant registrations



“Very well organised. The content was informative and has increased my understanding of the subject. It will inform my client practice.”



“Really thought-provoking questions from the crowd. The cases selected were very engaging and delivered in an interesting way. The social networking event afterwards was really well run, with well-considered food options for those with allergies and gluten free requirements. Would definitely attend again.”

# Overview of the role

**The Director of Partnerships is responsible for cultivating and nurturing strategic partnerships and driving business and income strategies aligned to the RSM's purpose and goals. The post holder is a key contributor to the financial vitality and overall growth strategy of the RSM.**

The Director will play a pivotal role in expanding the reach and impact of the RSM through the development and maintenance of effective and innovative partnerships with education, medical, health and corporate partners from the private, public and third sectors. These range from partnerships to deliver joint education programmes, partnerships delivering group membership and member benefits through to long term strategic and commercial partnerships aimed at addressing key health challenges, and other goals.

The role entails broader leadership responsibilities, including contributing to strategic and organisational decision-making, fostering a positive working culture and undertaking executive leadership of projects.

The Director of Partnerships is a member of the Senior Management Team (SMT), reports to the Chief Executive and is responsible for a team of four people. The post holder attends Council and relevant Council committees.

## Benefits:

- Non-contributory pension scheme
- Private Medical Insurance
- Income Protection Cover
- Life Assurance
- 28 days paid leave (3 days between Christmas and New Year included) plus Public Holidays
- Staff Wellbeing Package including flu jabs, eye tests and employee assistance programme
- Staff discounts platform / app



**Role title:**  
Director of Partnerships

**Relationships:**  
Reports to CEO

**Team size:** 4

**Location:**  
1 Wimpole Street, London W1 with some remote-working

**Salary:**  
£90,000

# Key responsibilities

## The specific responsibilities of the role are:

### Partnership strategy and income generation

- Develop and execute a comprehensive and effective partnership strategy aligned with the charity's mission and strategic priorities
- Analyse and evaluate potential income streams, aligning them strategically with the RSM's resources, capabilities and expertise, shaping these where necessary
- Establish an annual and longer-term roadmap of targeted partners and opportunities
- Lead initiatives to diversify and increase income streams, including the creation of new strategic partnerships, working with the partnership team and other colleagues to develop and deliver new products and services
- Develop and refine proposals for prospective and current partners, utilising internal and external insights
- Develop business cases based on data to support investment in the development of the directorate and its activities

### Partnerships and relationship development

- Identify, cultivate, secure and manage new strategic partnerships and alliances, significantly growing income to target and maximising commercial opportunities
- Develop and maintain strong relationships with existing partners, ensuring mutual value and impact
- Lead the renewal of agreements, collaborating with and supporting colleagues as appropriate

- Create positive partner experiences driving excitement, alignment and growth
- Work closely with the director of philanthropy and other leaders to ensure opportunities are maximised for partnership development
- Collaborate with colleagues across the business to ensure commitment and delivery of key partnership goals

### Stakeholder management

- Collaborate and support specialist section volunteers to oversee, secure and deliver sponsorship and other partnership agreements
- Work directly with other senior volunteers at the RSM (such as the President, Council trustees and members), SMT colleagues and staff to ensure the best experience for members, education attendees and partners when interacting with the Society
- Work directly with third party providers of services to the Partnership directorate
- Understand the requirements of stakeholders, influencing and negotiating where required, and ensuring a high level of communication to and consultation with all stakeholders

### Financial management

- Agree the annual financial budget for the directorate, ensuring value for money and meeting targets
- Manage monthly management accounts and reforecasts
- Undertake financial and operational reporting, including ensuring appropriate reporting to Council and Council Committees



### **People management**

- Identify a team operating model that will support delivery of the RSM’s strategic priorities
- Recruit, manage and appraise members of the Partnership directorate
- Identify staff development needs, provide training, coaching and mentoring
- Set direction and goals for the team and lead delivery
- Promote a high-performing and engaged culture within and across teams

### **Key relationships**

The Director of Partnerships will work closely with senior volunteers at the RSM including the President, other Council trustees, section presidents and other section members.

Key internal relationships are with the Chief Executive, other directors on the SMT, heads of departments and members of staff.

Key external relationships are with commercial and other organisations involved in partnerships, reciprocal membership and medical education organisations. They are also with external organisations providing services to the directorate.

# Person Specification

## Qualification, knowledge and skills

- educated to degree level or equivalent experience with relevant post graduate qualification
- at least five years' experience of working at a senior leadership level (inclusive of at least ten years broader experience in a relevant position)
- demonstrable experience in partnership development: building and maintaining strategic relationships with key collaborators, funders and partners
- proven experience in developing and executing business and income generation strategies
- extensive networks (ideally corporate and funding related) and experience with a diverse range of stakeholders
- exceptional analytical, business planning and financial management skills
- experience of creating and leading high-performing and engaged teams to deliver at pace
- excellent interpersonal, networking and communication skills working at a national/international level to foster collaborations and organisational profile
- ability to think independently and creatively, and proactively seek new and exciting opportunities for impact that are mission aligned
- excellent written and verbal communication skills, problem solving and interpersonal skills and ability to build buy in and credibility at all levels
- proven track record in developing proposals and other business development documents
- strong and experienced facilitation skills, comfortable 'holding a room' of varied stakeholders and partners

- excellent customer service and attention to client and partner satisfaction
- proven project management skill and ability to see through to conclusion ideas and initiatives

## Competencies

- Strategic thinking
- Analytical
- Relationship management
- External awareness
- Commercially focused

## Organisational values and behaviours

The post holder must always when conducting responsibilities and interacting with others:

- a. Uphold the RSM values. Specifically treating others with RESPECT, INVESTING in people to help them develop and grow, striving to continuously IMPROVE what we do by setting ourselves and others stretching objectives and measuring outcomes, LISTENING to colleagues, customers and COLLABORATING to achieve more new ideas, DELIVERING our intentions.
- b. Adhere to the Society's Health and Safety regulations and ensure the safety of oneself and others engaged in the RSM premises and work by reporting hazards to a senior manager for address or taking actions (where possible) to remove safety hazards.
- c. Adhere to the Society's GDPR regulations and only use data as required to undertake their role and handle it in an appropriate and confidential manner.
- d. Fully subscribe to the spirit of and adhere to the Society's people policies and the RSM's Code of Conduct.



# How to apply

Please send a CV and covering letter setting out how you meet the criteria of the person specification.

Applications and informal enquiries should be sent by email to [recruitment@rsm.ac.uk](mailto:recruitment@rsm.ac.uk) with **Application for Director of Partnerships** in the subject line.

The deadline for applications is **9.00am on Monday 28 May 2024.**

First round interviews will be held week commencing 10 June by zoom and second round interviews will be held in the week commencing 17 June in person at our 1 Wimpole Street premises.



*The* **ROYAL**  
**SOCIETY** *of*  
**MEDICINE**

1 Wimpole Street, London, W1G 0AE

Registered charity no: 206219

[www.rsm.ac.uk](http://www.rsm.ac.uk)