

## **Women in Defence UK Account Manager**

Women in Defence UK are looking for an organised, capable, and engaging person to lead the management of the partnership community, both in terms of managing existing relationships and identifying and supporting engagement with prospective organisations. The role will also involve wider event planning and management as well as Secretariat duties for the Women in Defence Charter.

**About Women in Defence UK.** Guided by Emmeline Pankhurst's principle of 'Deeds not Words', our purpose is to accelerate gender equity in the defence sector. Working as one of the three legs of the Women in Defence Charter, we strive to support the Charter ambition of 30% of all roles to be filled by women by 2030. By achieving this Critical Mass, we will speed-up the transition towards a more balanced, inclusive and equitable defence enterprise. Our influential network enables the sharing of best practices and the sparking of innovative thinking. We Inspire through our annual Awards, recognising and celebrating exceptional people in defence and through our renowned cross sector Mentoring programme. We Challenge the norms and prompt progressive thinking through in-depth discussions with Senior Officers and Officials.

Our unwavering commitment to betterment of the defence enterprise has sparked considerable progress; from influencing policy changes to fostering inclusivity in defence organisations. The scale of the change we effect, however, is linked to the active participation of our partners and wider community.

Join us in our work. Together, we can put words into actions and transform the defence sector into a representative and equitable space, where all genders can work and thrive.

The main activities the candidate will undertake are:

### **A) Partnership management:**

- Acting as the main POC, for all Women in Defence UK Partners, providing a high-quality customer service by resolving queries and maintaining positive relationships
- Work closely with the Women in Defence UK team to ensure that the Partners receive their package of benefits through the year, including access to events
- Be proactive in capturing feedback and identifying recommendations to improve existing and / or develop new offerings
- Maintain a tracker/register of all current and potential partnerships, proposals and invoices
- Ensure that all suppliers are paid in a timely fashion
- Access and store partners' logos, ensuring that they are used in accordance with their brand guidelines

### **B) Events and Secretariat:**

- Manage the relationship with suppliers including seeking financial quotes and liaising with suppliers on proposed content, ensuring that it is tailored to our community
- Track event budgets by monitoring financial costs and ticket revenues
- Manage event logistics such as venue hire and organising catering for in person events, or for Conferences (BD) or WiD UK events, liaise with Outer Offices or Speakers
- Help to find new organisations to become suppliers of the events

- Capture and analyse feedback following events to ensure they are well received by the Women in Defence UK Community.
- Work with suppliers to ensure that published reports are accurate and published in line with the programme
- Act as secretariat to the Women in Defence Charter, diarising Steering Committee meetings, issuing agendas and post meeting action points and maintaining an up-to-date register of Signatories
- Ensure the website is updated in a timely fashion
- Maintain the filing system, ensuring that our GDPR policy is followed WRT deletion of data.

**C) Business development:**

- Identify and reach out to potential Partners
- Act as the point of contact for all initial approaches from organisations and lead the initial conversations
- Engage with the Women in Defence UK team to understand what partnership opportunities exist and feed-back on discussions with organisations
- Help to develop new offerings and new partnership models and product design.

**Behaviours and skills**

We are looking for someone who:

- Has excellent stakeholder management and planning ability
- Is very organised and able to handle multiple issues simultaneously, prioritising as necessary, whilst working to tight deadlines.
- Has experience of business development, plus associated invoicing, purchase orders and proposal writing and maintaining records
- Is able to use their own initiative, for example being able to identify a clear, practical solution having drawn upon multiple information sources.
- Must be highly motivated.
- Has well-developed written and verbal skills. Must be highly computer literate particularly in use of MS Word, Excel and Power point.
- Is highly reliable and conscientious. Team player is essential.
- Must be adaptable, able to flex styles to suit the situation.

This is a unique opportunity to play a pivotal role in shaping a more inclusive defence sector, while growing your professional network, developing strategic partnerships, and making a tangible impact through meaningful work that aligns with your values.

