

# Partnership Executive (Interim)

Information  
pack



**Confederation**  
of School Trusts

**The voice of school trusts**

# Welcome to the Confederation of School Trusts

## Introduction from our chief executive

Thank you for your interest in joining our team.

We are privileged to support schools in their mission to provide high quality inclusive education. As a membership organisation, our role is to ensure colleagues at academy school trusts across England can honour the trust they hold on behalf of children and young people.

We advocate for trusts, working with government, policy makers, and sector experts. Our constructive approach on policy is respected and influential.

We connect trusts to each other through our network of professional communities and our in-person conferences and events, and connect them to leading voices and suppliers through regular briefings and our strategic and commercial partnerships.

We support trusts through published guidance and advice, topical webinars, and a range of bespoke development services.

We are a charity, funded by membership fees and by our wholly-owned trading company, CST Professional Development, whose profits support our charitable work.

As an organisation we strive to follow the Seven Principles of Public Life, aiming to follow the same good practice we expect of our members. We aim to have an open and inclusive culture, encouraging colleagues to support each other within and across our teams.

We have colleagues working across the country, but we come together regularly using technology and in-person to ensure we can continue to build the personal relationships that are so rewarding.

I hope you enjoy finding out about CST and this job role and thank you again for taking the time to consider supporting us as we help trusts deliver on their promise to the next generation.

**Leora Cruddas CBE**  
**Chief Executive**



# About the role

## Key information at a glance

**Job title:** Partnerships Executive (Interim)

**Reports to:** Partnerships Manager

**Location:** Home-based, with occasional travel for meetings and events. We provide equipment to support you working from home, and pay reasonable expenses when you need to travel for work.

**Salary:** £28,709 per year

**Pension:** We offer a workplace pension and life assurance scheme. CST makes contributions equivalent to 10% of your gross salary.

**Annual leave:** Initially 25 days annual leave plus bank holidays, with an additional two days leave after three years.

**Working hours:** Temporary 1 year contract starting early June 2025. Full time, 37.5 hours a week consisting of 9am – 17.30pm with 1-hour unpaid break. We are happy to consider flexible working options.

## Job overview

The Partnerships Executive plays a key role in developing CST's commercial relationships. Their primary responsibility is to secure conference exhibition sales to meet budget targets and manage all aspects of the exhibitor experience from prospecting to on-the-day support, to post-event communications. They also manage listings in the Directory of Services and work closely with the Partnerships Manager to support the prospecting process.

## Key responsibilities

1. Ensure that exhibition sales targets are met for each CST conference.
2. Maintain the CRM for commercial organisations, including creating and managing prospect groups and executing effective exhibition sales campaigns.
3. Create and maintain relevant webforms.
4. Provide excellent end-to-end support for exhibitors, including in person at larger conferences to ensure that all exhibitors' needs are met on the day.
5. Gather feedback from exhibitors on the quality of their experience and report on what worked well and areas for improvement following each event.



6. Maintain and update marketing collateral to support CST's commercial activities such as brochures, floorplans, briefings and manuals.
7. Cross-promote the Directory of Services to exhibitors along with other opportunities to work with CST where relevant.
8. Manage the sales and onboarding process for the Directory of Services, including overseeing the references, undertaken by a third party, sending out agreements and liaising with the marketing team on the promotion of new suppliers.
9. Support the Partnerships Manager in the development of the commercial pipeline for CST partnerships by holding initial meetings with new prospects and identifying opportunities for engagement.



# Person specification

## Essential skills and experience

- Excellent customer facing skills
- Good communication
- Strong organisation skills and good attention to detail
- Independent worker
- Proactive and takes initiative
- Creative and solutions oriented
- Approachable and friendly
- A helpful team player

## Desirable skills and experience

- Sales experience appreciated
- Target oriented
- Events/service industry experience beneficial



[cstuk.org.uk](http://cstuk.org.uk)



*Samuel, Director of Public Affairs and Policy*



# More about working for CST

## A flexible organisation

Our staff are spread across the country, with most working from home. Most staff work common core hours, but with the flexibility to fit around home life – several colleagues work part time or compressed hours. We use technology to meet regularly in teams and as an entire organisation, and get together in person at our events and at team and all-stay away days.

## Workplace pension and life assurance

We offer a workplace pension and life assurance cover worth three times your gross salary. CST's contribution is equivalent to 10% of your gross salary. Your contribution, should you choose to join the scheme, is a minimum of 5% of your salary.

## Annual leave entitlement

You are initially entitled to 25 days annual leave plus bank holidays, with an additional two days after three years. We have additional arrangements for carers leave, leave for new parents, and special leave.

## Staff engagement listening forum

Our staff forum helps provide feedback on working at CST, helping us reflect as an organisation and to make changes to make it a better place to work. The work of the forum has led to changes to things like training and leave arrangements, based on employee suggestions.



## How to apply

To apply, please send a CV and covering letter to [recruitment@cstuk.org.uk](mailto:recruitment@cstuk.org.uk) by midday Friday 16<sup>th</sup> May 2025.

Shortlisted candidates will be interviewed via Microsoft Teams on Tuesday 20<sup>th</sup> May 2025.

Education is universal, and we believe it is important that our staff reflect the diversity of our members' schools and the children that they serve. We welcome applications from every background. Several of our staff work part time or compressed hours to help ensure a good balance between work and home life.

If you need any help applying or have any questions about the role, please just let us know.



[cstuk.org.uk](http://cstuk.org.uk)



*Steve, our Deputy Chief Executive*



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