



LIFT Job Specification

Partner Relationship Manager (PRM) – Education Team

About LIFT

LIFT (Leading Ireland's Future Together) is a social enterprise dedicated to its mission of enabling positive and ethical leadership in Ireland, one human at a time. It is a force to improve the quality of leadership in Ireland – from the kitchen table to the clubhouse; and from the classroom to the boardroom. LIFT is the most inclusive all-Ireland values-based leadership programme ever rolled out nationwide, with thousands of individuals in businesses, clubs and schools all doing the same values-based leadership programme to create positive change in Ireland.

LIFT uses long standing research around behaviour change. The learning process is based on principles that have been used effectively for many years. Aristotle believed that virtue and character can be developed through daily practice...and so do we: Small Actions (Done Consistently) Can Create Great Change.

All of the problems in the world, big and small are caused by human behaviour and action. We don't get to choose what happens to us in this world but we get to choose how we behave and how we act. LIFT equips and empowers us to choose positive behaviour. Positive change starts with each of us as individuals and ripples out through families, charities, community organisations, businesses, learning institutions and the public and all other sectors. Each of us are leaders in our own lives and in our workplaces. Everyone can be a leader and develop their positive influence on those around them. Good leadership is about who you are rather than what you know. How you act and react is what makes you someone that others want to follow.

Just 3.5 years into our LIFT journey with 20,000+ people and over 250 organisations now involved, the impact LIFT is having on leadership in Ireland is indisputable (see 2021 Impact Report). Overwhelmingly positive feedback is what drives our team forward to make LIFT accessible to more people on the island of Ireland because we can see the substantive impact it is having. Our goal is that over 10 years (by 2028) we will reach 10% of Ireland's population with LIFT. We are scaling fast! And we need a strong team to help us achieve our Vision: to create real positive change in Ireland (and by Ireland) one person at a time.

We believe that "The change starts with me", so everyone on the team attends regular LIFT leadership roundtables. These roundtables allow space and guidance to examine our intentions, behaviours and actions and course-correct constantly. Leadership is life, it's complex. We don't get to choose what happens in life but we get to choose how we behave and act. At LIFT, personal growth is expected and encouraged in a kind and respectful environment.

We are a purpose-led organisation with a clear 'Why' for our existence. Our success is supported by amazing people (LIFT team, advisory board, partners and volunteers), very well-established networks, strong business acumen and experience. Whether on our team or in our wider tribe, LIFT is an extraordinary Irish initiative to be part of and we look forward to connecting with you.

Role Overview:

We are looking for someone with a love of LIFT and positive leadership, who understands our Vision and Mission and wants to be part of the change we want to see across Ireland. This is a pro-active, people-centric role for a person who will love building high quality, long-term relationships with our secondary schools and working with them to bring LIFT to their students and staffrooms.

Schools are critical to LIFT's success in delivering our vision and we need to ensure that all our school Partners have a smooth and enjoyable experience partnering with LIFT, and that they are empowered to deliver real impact for their students and staff.

The LIFT team is extremely collaborative and we look forward to welcoming a team-player who will strengthen the team so we can deliver greater impact for individuals, organisations and ultimately for Ireland.

Responsibilities and Duties:

- Be the primary contact for your designated LIFT Partner schools, managing every aspect of LIFT's relationship with them.
- Work closely with the educators (usually TY coordinators) to deliver a smooth rollout and engaging ongoing support. This will include some administrative activities.
- Maintain regular contact with Partners so that they feel fully supported at every stage of living LIFT. This includes engaging them in Partner activities like Partner Learning Events, awards, etc.
- Collaborate with LIFT team members to deliver appropriate Partner support in a coordinated manner.
- Continually look for opportunities to Grow LIFT and Build LIFT within and through the Partners.
- Conduct Teacher training – usually 1 day training of up to 25 TY Coordinators, either in-person or online via Zoom.
- Constantly seek opportunities to help the team progress our 6 Pillars (there is a team member accountable for each pillar):
 1. **Growth:** grow and retain LIFT's Partner organisations.
 2. **Tribe-building:** support our social media, PR and advertising efforts to inform, engage and build the LIFT tribe (LIFT enthusiasts).
 3. **Efficiency, Quality & Spirit:** work smartly, ensuring LIFT spirit and heart are never lost in processes, systems, documents, etc.
 4. **Fuel:** support activities to raise funding (Partner contributions, grants, etc).
 5. **Real impact:** assist with efforts to measure impact (Partner numbers, testimonials and case studies).
 6. **One Team:** work respectfully and collaboratively with the team.
- Other ad-hoc duties that may be assigned.



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Skills:

- Excellent communication skills.
- Ability to develop and maintain high-quality relationships with Partners and with the LIFT team.
- Ability to train or transfer learning in an engaging manner to learners.
- Operational excellence (administrative and organisational skills) insofar as it supports the management of your Partners within the wider LIFT team.
- Proficient in Microsoft Office suite of cloud-based applications (Exchange, Powerpoint, Excel, Word, etc) as well as Zoom.
- Experience with OnepageCRM and Calendly (or similar CRM and booking systems) would be beneficial but can be learned in the role if necessary.
- It is essential that you are able to work in-person and remotely with a highly collaborative team in a non-hierarchical environment.

Personal characteristics:

- As a representative of LIFT, it is important that you embody the values we stand for (Listening, Respect, Empathy, Accountability, Competence, Determination, Honesty & Integrity, Resilience, Innovation & Adaptability, Positive attitude) as we must be able to lead by living LIFT ourselves.
- As much of the work is currently done online, it is essential that you are self-motivated and able to manage your workload independently – with Partner needs driving your prioritisation.
- Flexible and able to work in a fast-paced environment.
- Positive and energetic attitude.
- Pro-active and results-driven.
- Willing to grow and learn in the role.

Experience:

- Customer-facing experience is essential as managing LIFT's Partner relationships is key to the success of this role.
- Experience in the education sector, particularly secondary schools, will be advantageous.
- Training experience will be beneficial, although we understand some adaptation may be required for the online environment.
- Any prior experience with LIFT, particularly having been trained as a LIFT Facilitator or 'living LIFT' by participating in LIFT roundtables.

Qualifications

University degree and/or several years relevant working experience.

Location:

The role was originally office- and field-based, but we have been very successful at moving on-line during the pandemic and this has facilitated an expansion in our geographical reach. We anticipate, as restrictions ease, that we will transition to a mixed model – how this is developed will depend on our Partners' needs and will balance efficiency, cost and impact.

The PRM will report to the Head of Operations.

www.liftireland.ie



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If you are interested, please send your CV and an introductory paragraph explaining why you would like to work on the LIFT team to anne@liftireland.ie

Further information on LIFT Ireland:

[LIFT Ireland YouTube Channel](#)

2021 Impact Report available on request.