

Dukes Plus Consultancy Job Description

Title	Events and School Partnerships Manager (The Career Portal)
Department	Operations, Dukes Plus Consultancy
Reporting to	Head of Operations
Location	Hybrid working (2-3 days in the office or onsite at schools each week)
Working Days	Monday – Friday
Position Type	Permanent, full time
Salary	£35,000 with commission (OTE £44,000)
Role overview	We are looking for a dynamic and relationship-focused Events and School Partnerships Manager to join The Career Portal team within Dukes Plus Consultancy. This is a varied and fast-paced role, combining partnership management, event delivery, and growth across our school network. You will play a key part in strengthening our partnerships with schools, ensuring the successful delivery of high-quality courses and events, and identifying opportunities to expand our reach. Working closely with internal teams and external stakeholders, you'll take ownership of both the client journey and operational execution, from building strong, long-term school partnerships to delivering impactful, well-run programmes that support student success. This role is ideal for someone who thrives on collaboration, enjoys managing multiple workstreams, and is motivated by driving both educational outcomes and sustainable growth.
Duties and responsibilities:	<u>School Partnerships (The Medic Portal (TMP) & The Lawyer Portal (TLP)</u> - Proactively drive business growth, identifying and closing opportunities for upsell, cross-sell, and – in collaboration with the school business development team - new school acquisition - Responsible to achieve rebooking and retention of school clients for TMP and TLP, working to a 95% revenue retention rate and ensuring revenue targets for school relationships are met - Maintain frequent contact with school partners to protect retention, taking an active interest in institutional needs and development opportunities - Develop B2B2C mechanisms to increase conversion rate from school-based courses to private clients - Collaborate with the school sales and outreach team to identify new sale opportunities, and organise marketing/outreach activities such as presentations, brochures, and presence at school HE fairs and teacher conferences to generate new leads - Take proactive steps in response to any observed trends or risks relating to B2B sales <u>Course Operations</u> - Responsible for operational delivery of all TMP and TLP courses and events for school partners to the highest standards - Assign tutors to both school and public courses for TMP and TLP - Manage costs effectively to maximise profitability while providing excellent client and student experiences

	- Schedule and plan events with clear communication and resource management - Gather regular feedback to inform changes to product and processes, aiming for a Net Promoter Score of 50 or above - Coordinate timely invoicing for B2B services, and maintain accurate and up-to-date records - Continually review course operations, processes and platforms to suggest changes for optimal efficiency and quality - Identify and implement improvements and updates to course materials, using specialist tutor input where needed, to improve quality and reflect changing admissions procedures - Resolve any issues in service delivery where they arise to the clients' satisfaction - Communicate full information to tutors and any other stakeholders to maximise event delivery success Other Responsibilities - Supporting Tutor Recruitment with tutor interviews and quality control where demand dictates - This role may involve the line management of one or more assistant, depending on seasonal delivery needs - Contribute to the organisation's strategic planning, identifying opportunities for growth and innovation in tutoring and course delivery - Occasional support with events occurring outside of normal working hours (a responsibility distributed across the whole team) - Support delivery of tuition and mock interview courses for TMP and TLP where demand dictates - Support where capacity allows for the delivery of events across Dukes Plus Consultancy (such as the Oxbridge Applications Residential Course) - Where appropriate, represent the organisation at career fairs and through school presentations - Plan and organise logistics for school business development tours
What we are looking for:	Essential - A natural relationship-builder who quickly earns the trust of teachers, school leaders and tutors, and turns satisfied clients into active advocates - Excellent written and verbal communication, able to shift register confidently from a teacher email to a senior stakeholder to a tutor briefing - Comfortable working to revenue and retention targets and motivated by exceeding them. - Highly organised and detail-driven, able to keep several events and workstreams moving at once without dropping threads - A commitment to safeguarding and compliance - Self-motivated and high-energy, happy to own outcomes with limited supervision Desirable - Knowledge of the UK admissions landscape, especially Medicine and Law, and ideally independent schools and universities

	• Prior experience in an education, tutoring or childcare setting, with familiarity with UK safer recruitment practice • Experience coordinating events or course logistics • Experience using a CRM such as Salesforce to manage client records and a pipeline • Experience supporting or line-managing a junior colleague, reflecting the possible assistant line-management in the role
Benefits	• Uncapped commission payments • Free in-house gym access with an in-person personal trainer • Wellhub app - giving you access to thousands of gyms, fitness studios, live-streamed classes, and premium wellbeing apps • 25 days holiday allowance, generous TOIL policy, additional Christmas and birthday leave • Fast career growth opportunities • Best-in-class training & development opportunities, led by Dukes Education • Employee Assistance Programme with access to professional counselling • Regular social events • Enhanced family friendly policies • Enhanced sickness policies