

Junior partnerships associate

About Parent Zone

[Parent Zone](#) are the experts in Digital Family Life. We partner with global companies including Google and the BBC to deliver ground breaking projects designed to help families enjoy technology while minimising the risks. Our membership programmes, training and events set new standards in supporting families in a digital age.

We are expanding our team and looking for an enthusiastic, organised and driven individual to help support the management and delivery of our partner projects.

Job description

To support the management and delivery of some of Parent Zone's most exciting partnerships. Based in the partnerships team, you will be expected to assist in the day-to-day running and delivery of our client projects. This might involve leading on tasks within large scale projects, supporting the evaluation of our work or setting out and leading internal project briefings.

This role is perfect for anyone who has exceptional organisational and communication skills, enjoys working on interesting - yet challenging - projects and is looking for an opportunity to work in one of the most fascinating spaces for families.

Your role will be critical to ensuring that Parent Zone's partnership programmes are running as smoothly as possible with a view to managing your own projects in the future.

While the majority of this role will allow you to work from home, you will be expected to work from our London office during part of the week, as well as at other key moments of the year.

Key responsibilities

As junior partnerships associate, you will be responsible for:

- Understanding Parent Zone – who we are as an organisation, our mission, and where our partnerships fit into this
- Working with and supporting the Head of Partnerships and Partnership managers in their project delivery, which may include organising focus groups, creating project plans or writing internal briefs on certain project tasks
- Leading on and delivering a wide range of tasks and activities within our partner projects to an exceptional standard
- Dealing with and responding to client requests – alongside project managers – where appropriate

- Supporting the overall day-to-day activity of the Partnerships team

Essential criteria

- Highly organised and proactive
- Possesses outstanding attention to detail – including having a critical eye
- A confident and clear communicator who is able to work in a small, dynamic team
- Takes a proactive approach to your tasks and works to your initiative - Trustworthy and dependable
- Has an eagerness to learn and get your hands dirty

Desirable criteria

- Experience of project management
- Experience of working and communicating with corporate clients
- Prior experience in education and/or and understanding of the challenges families face with regards to tech and digital