**Standard Operating Procedure (SOP)**

**Strategic Partnership**

**STP-008-01**

**Purpose**

The purpose of this Standard Operating Procedure (SOP) is to outline the process for identifying and developing partnerships for Out There Exeter (the "charity").

**Scope**

This SOP applies to all trustees, members, staff and volunteers involved in the development and management of strategic partnerships within the charity.

**Definitions**

* **Strategic partner:**An organisation or individual that shares the charity's mission and values and has potential to contribute to its achievements.
* **Partnership agreement:**A formal agreement between the charity and a strategic partner that outlines the terms and conditions of the partnership.

**Responsibilities**

* **Trustees:** Oversees the development and implementation of the charity's strategic partnership strategy.
* **Strategic Partnership Lead**: Develops and manages strategic partnerships in accordance with this SOP and develop and implement partnership activities.

**Procedures**

1. **Partnership**
   1. **Partnership Identification**

Identify potential strategic partners by considering the following criteria:

* + Alignment with the charity's mission and values
  + Potential to contribute to the achievement of the charity's strategic goals
  + Complementary skills and resources
  + Geographic reach and shared target audience
  1. **Partnership Development**
* Conduct due diligence on potential strategic partners to assess their financial stability, reputation, and alignment with the charity's values.
* Develop a partnership proposal that outlines the proposed partnership activities, expected outcomes, and responsibilities of both parties.
* Negotiate and finalise a partnership agreement with the strategic partner.
  1. **Partnership Management**
* Establish a clear communication plan for the partnership.
* Oversee the implementation of the partnership agreement.
* Monitor and evaluate the progress of the partnership on a regular basis.
* Adjust the partnership agreement as needed.

1. **Communication**

* All partnership-related communications should be routed through the Strategic Partnership Lead.
* Regular updates on the status of strategic partnerships should be provided to the board of trustees.

**Review and Revision**

This SOP will be reviewed and revised annually to ensure that it remains relevant and effective, or as needed to reflect changes in the charity's strategies or the regulatory environment.

**Compliance**

Failure to comply with this SOP may result in investigation and disciplinary action, up to and including dismissal for employees and termination of volunteer appointments and membership of the charity, and a vote on removal of trustee.

**Version Control**

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| **Version:** | V1.1 FINAL |
| **Date of approval:** | 01/12/2023 |
| **Date of next review is due:** | 01/12/2024 |