

Hello!

I am so glad you're considering applying to cover the Partnership Coordinator position at Kids Matter.

We work hard not only for our children, parents and communities, but also to build a brilliant culture at Kids Matter. Our motto is to be 'ambitious yet respectful'. You'll be stretched for sure but well-supported while that happens. We are all about growth, development, learning and having people work out of their sweet spot most of the time. We have a lot of fun along the way!

You will be joining us at such a key time in our journey; we're now seven years old and we're putting in place what we need to begin our next chapter. We know what we are doing and how to do it. Your job will be to help us extend our reach, grow at scale, and equip communities across the country with what they need to see: real and lasting transformation.

This job pack includes:

- Details around what the job involves
- What we're looking for in applicants
- Specifics around employment in this role
- An outline of the application process
- An overview of our charity
- What we believe

I look forward to reading why you think you'd be a great fit on our team!

A handwritten signature in blue ink, appearing to read "Eli Gardner".

Dr Eli Gardner, Clinical Psychologist
Co-founder & Executive Director

The background image shows a laptop screen displaying a grid of video conference participants. In the foreground, a green ceramic mug is partially visible on the right side.

Job Description

Overall purpose

The purpose of the Partnership Coordinator role is to support the Partnership Team in achieving their strategic goals through delivering excellent administrative operations.

Key responsibilities

1. Partnership engagement support

- Respond to initial requests from churches wishing to learn about how they can partner with Kids Matter.
- Engage and support potential church partners through the partner journey to training (involves one-to-one calls with church leaders).
- Support the administration of Partnership Team meetings (updating the agenda beforehand and recording actions).
- Research poverty data to support the Partnership Team's strategic goals.
- Use Kids Matter's CRM confidently to create, track and manage processes and church interactions.
- Liaise with the Operations and Communications Teams to maximise impact of digital campaigns.

2. Partnership health support

- Coordinate (and conduct a proportion of) annual calls with partner leads.
- Input into the writing, organisation and distribution of the termly newsletter to churches which ensures partners are regularly updated.

3. Partnership events support

- Coordinate and maintain the partnership events calendar, including organising meetings.
- Organise event logistics, including sending invites, reminders, evaluation forms, and follow-up emails for all partnership events.
- Follow-up attendees who engaged at festivals, conferences and events and would like to learn more about Kids Matter.
- Aid in all the practical elements of the organisation of events.
- Attend events, where appropriate, to raise awareness of Kids Matter through managing exhibition stalls.
- Provide IT assistance for online events.

4. Wider team involvement

- Contribute towards staff prayers and, on occasion, lead 'Thought of the Day'.
- Provide additional support to other teams when appropriate.

Person Specification



Category	Criteria	Assessed by*	E/D
Skills/ Abilities	Attention to detail and accuracy	A/T	ESSENTIAL
	Excellent organisation and time management skills	I/T	
	Strong written and verbal communication skills	I/T	
	Strong relational skills; ability to communicate effectively with team members and people from a wide variety of backgrounds and experiences	I	
	Ability to communicate well across different levels of church leadership	A/I	
	Ability to use initiative and be proactive	I	
	Ability to create and manage systems and processes efficiently (in additional to being able to quickly pick up and use existing systems, including CRM)	I/T	
	Ability to manage, prioritise and balance conflicting demands	A/I	
	Highly IT literate with knowledge and proficiency of MS Office programmes and Zoom (video conferencing platform)	T	
Personal qualities	Willing to give and receive constructive feedback	A/I	ESSENTIAL
	Flexible and willing to be involved in a wide range of tasks	A/I	
	Commitment to ongoing development of own knowledge and skills	A	
	Strong personal Christian faith	**	
	Passion for Kids Matter's vision of seeing every child in need raised in a strong family	A/I	
Experience	Experience of working in an administrative or operations role	A	DESIRABLE
	Experience of project management	A	
	Experience of events management	A	

* Assessment methods: Application form (A), Interview (I), Tasks (T)

** Whilst this is an occupational requirement, the shortlisting process will not involve scoring candidates on their faith.

Employment Information

Job title: Partnership Coordinator (maternity cover)

Reporting to: Partnership Engagement Lead

Purpose: See Job Description

Location: Remote (based in England & Wales with occasional travel required for biannual team days in London and biannual team meetings in various locations)

Contract: Fixed-term (9-12 months for maternity cover)

Start date: April 2024

Hours of work: Part-time, 2.5 days (17.5 hours) per week

Monday mornings are compulsory due to a weekly team meeting, otherwise hours can be spread throughout Monday to Friday.

Salary: £27,435 pro rata (£13,717.50 actual)

Probation period: 6 months

Holiday entitlement: 25 days (plus bank holidays) per year pro rata, with additional time off between Christmas and New Year's day

Pension: Automatic enrolment into a direct contribution pension scheme (3% employer contribution)

This post is subject to an Occupational Requirement

Kids Matter serves and supports clients within the Christian sector, the nature of the work requires that this post holder has an active faith in Jesus under the Equality Act 2010, Part 1, Schedule 9.

Equal Opportunities

We actively support and welcome the integration of people from diverse backgrounds and varied experiences and skillsets to help shape the work and future of Kids Matter. We are particularly keen to receive applications from African and Afro-Caribbean, Asian and other diverse ethnic communities, and those who are neurodivergent and/or living with any kind of disability.

Application Process



Stage 1

Complete a copy of our **online application form**.

We also ask for all applicants to submit an **Equal Opportunities Monitoring Form**, which will be sent to you to complete following the submission of your application form. This form will be used for anonymous analysis to ensure our overall recruitment procedures are fair and transparent. It will never be viewed or used as part of the selection process. It is optional to submit this form.

Deadline: **4pm on Monday 26th February 2024**

All successful and unsuccessful applicants will be notified via email by 5pm on Thursday 29th February.

Stage 2

Successful applicants will be invited to an initial 30 to 40-minute Zoom interview, which will take place **in the week commencing 4th March** (with flexible timing into the evenings).

To ensure candidates can perform to the best of their ability, interview questions will be sent in advance of the interview date. Candidates will also be sent a short task to complete before attending their interview.

Stage 3

Following initial interviews, 2-3 selected candidates will be invited to attend in-person interviews in London, on a weekday **between Monday 11th and Wednesday 13th March**. The interview will be 45 minutes long and followed by 1-2 tasks. Kids Matter will reimburse any reasonable travel costs.

The successful candidate and unsuccessful candidates will be informed of Kids Matter's final decision by 5pm on Friday 15th March 2024.

If you would like any application and interview support or you need any reasonable adjustments throughout the application process or if you would like an informal phone call to ask questions or discuss the role, please contact **Katie Washington (Operations Assistant)** on recruitment@kidsmatter.org.uk.

Kids Matter will treat your application as private and confidential. Unsuccessful applications will be securely destroyed after one year.





About Kids Matter

Nearly 4 million children are being raised in poverty in the UK and the stress poverty places on them (and their parents) can result in long-term emotional and social problems. We therefore exist to help strengthen families and interrupt that negative trajectory.

Research has shown that the most effective early intervention to help children is group-based parenting programmes. For children to thrive, it is important for mums, dads and carers to increase their own wellbeing and confidence in their parenting skills. Whilst all parents need support, our effective and accessible programmes have been written for families facing disadvantages.

We partner with local churches and their community networks across the whole country to run our evidence-informed programmes in communities and in prisons, equipping mums, dads and carers with the tools (confidence, competence and community) they need to build strong relationships and strong families. Not only will this have a positive impact on child wellbeing and future outcomes, but it will also reduce the social and financial costs of family breakdown.

Our impact

Since launching in 2017, we have impacted **over 4,000 children** through our parenting programmes, equipping their parents (nearly 2,000 of them) with the skills needed to build a strong family. We have an ambitious vision to reach many more in the coming years.

[Read our most recent Impact Report here.](#)

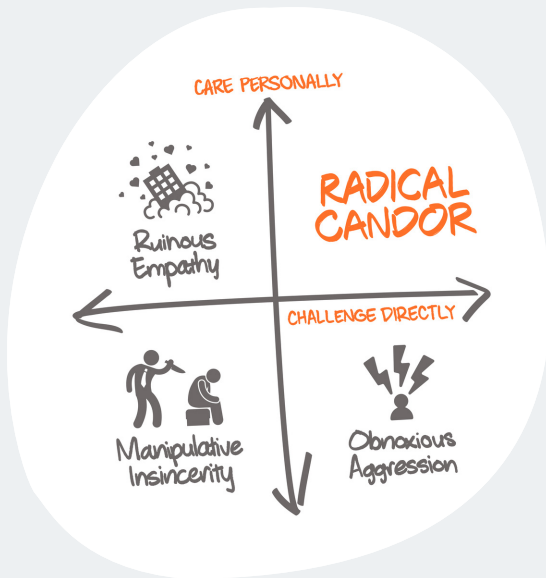
Our team

We have a wonderful team of brilliant people committed to transforming society, one family at a time, and a group of top-notch trustees who support us every step of the way.

[Find out more about them here.](#)

'It's worth doing, I would do it 20 times over and still learn something new in the twentieth session.'

Tash, mum



At Kids Matter, we strive to have a culture where giving and receiving feedback from anyone in the team is a common occurrence. We place high value on getting to know one another to create a foundation of trust from which we can challenge directly. Teams regularly have 360 feedback sessions and managers are encouraged to regularly ask for feedback from their direct reports.

We don't always get it right, but our aim is to operate from a place of 'Radical Candor'.

Our culture values are:

- Faithful** We put our faith in God and we are fiercely loyal to our mission and vision.
- Respectful** We draw alongside others and genuinely listen, affirming the dignity of everyone we encounter.
- Excellence** We go above and beyond to provide the best quality in all we do.
- Positive** We choose to be grateful, to be hopeful, and to see possibility in everyone.
- Ambitious** We push for all to achieve their full potential so that together we can fulfil our vision of every child in need being raised in a strong family.



Statement of Faith



Nicene Creed

We believe in one God,
the Father, the Almighty,
maker of heaven and earth,
of all that is, seen and unseen.

We believe in one Lord, Jesus Christ,
the only Son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made,
of one Being with the Father.
Through him all things were made.

For us and for our salvation
he came down from heaven:
by the power of the Holy Spirit
he became incarnate from the Virgin Mary,
and was made man.

For our sake he was crucified under Pontius Pilate;
he suffered death and was buried.
On the third day he rose again
in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead,
and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son.
With the Father and the Son he is worshiped and glorified.
He has spoken through the Prophets.
We believe in one holy catholic and apostolic Church.
We acknowledge one baptism for the forgiveness of sins.
We look for the resurrection of the dead,
and the life of the world to come.

Amen.

