



**Tender
Application Pack**

Projects Coordinator (Adult Services)

August 2024



About Tender

Thank you for your interest in this role. Tender is an arts charity working with children and young people to prevent domestic abuse and sexual violence through creative projects. Our programmes are safe, enjoyable, age-appropriate spaces where young people can engage with sensitive topics and “rehearse” for real-life scenarios. Participants are encouraged to be both consumers and producers of learning through script-work, role-play and creative media such as films and art. Throughout, we enable young people to explore their choices, rights and expectations in relationships and to recognise the early warning signs of abuse.

Since 2003, Tender’s work has grown and diversified from a single workshop programme delivered to schools, into a broader range of programmes reaching both children and young people, and professionals with a safeguarding responsibility such as teachers, youth workers, social care workers and foster carers. Tender’s programmes include Healthy Relationships projects delivered across London and national hubs, projects delivered using online resources and technology, specialist projects for children and young people who face particular barriers to recognising or accessing support for abuse, whole school and whole setting approaches, and training for professionals.

In primary schools, we build strong foundations through exploring healthy friendships and family relationships. We develop these skills further in secondary schools and youth settings, where we focus on healthy intimate and romantic relationships. We provide training and resources to university student unions, societies and students. Across all settings, we provide training and resources for professionals working with young people to support them in preventing abuse. We also provide training for workplaces to address a range of issues, such as bullying and harassment, and promote healthy workplaces.

Tender’s mission is informed by continued evidence that domestic and sexual violence are highly prevalent issues in young people’s lives. 16-25-year-olds are widely recognised as the age group most likely to experience an abusive relationship (SafeLives, 2019) and estimated 2.4 million people aged 16-74 years in the UK suffered some form of domestic abuse between 2018-2019: 1.6 million female victims and 786,000 male victims (ONS, 2019).

Domestic abuse happens across all socio-economic groups, meaning it can be experienced by anyone. With a mandatory statutory Relationships, Sex and Health Education curriculum only just coming into play, young people aren’t receiving the consistent support they need to navigate this risk. There is therefore a vital need for age-appropriate education around these issues from an early age.

As a result of our programmes: 93% of young people now understand it is never okay to be violent to someone, 99% of young people can name at least one early warning sign of an unhealthy relationship, and 96% have more knowledge about where to seek support for relationship abuse.



About the role

This is an exciting time for Tender, with both the demand for and reach of our work expanding significantly in recent years. Having set up our Adult Services department in 2019, we have seen both the breadth and depth of our work with adults expand significantly. Following a recent organisational restructure and the development of a three-year strategy which we are implementing in 2023 – 2026, we are anticipating further growth in our adult training work.

We are therefore looking to expand our Adult Services team, with a Projects Coordinator to support the Head of Adult Services and Service Delivery Lead (Adult Services) to coordinate the delivery of a range of adult training projects to a varied group of beneficiaries. You will play a key role in ensuring that the projects are planned and delivered smoothly, communicating regularly with settings and the facilitators delivering the training, and ensuring projects are properly recorded, monitored, and evaluated. You will be part of a direct team of five in Adult Services, and a wider team of dedicated, supportive people with a shared commitment to preventing domestic abuse and sexual violence.



JOB DESCRIPTION

PROJECTS COORDINATOR (ADULT SERVICES)

Role Purpose

The main purposes of the Projects Coordinator role are:

- Coordinating the administration of all aspects of the Tender's training programmes for adults across the organisation
- Supporting the Head of Adult Services and Service Delivery Lead (Adult Services) to manage relationships with Tender's internal and external stakeholders, including colleagues, workshop leaders, teachers/carers, delivery partners and other service professionals
- Monitoring and evaluating the impact of Tender's training sessions

Main Responsibilities and Duties

Project delivery

- Developing and coordinating the delivery of training projects for adults across all settings, including digital projects, to ensure successful delivery of projects
- Coordinating development days and developing resources and content with the Head of Adult Services, in order to grow and tailor the content for sessions with adults
- Collaborating with the Children and Young People's (CYP) Services department to coordinate the delivery of training projects for adults in CYP settings
- Monitoring the progress of projects to ensure projects are delivered to plan and on time
- Coordinating the evaluation of projects delivered to adults to ensure learnings from projects are assessed and shared
- Working with the Tender team to ensure effective and efficient use of time and resource during delivery
- Working with the Communications Coordinator to create publicity for projects in a range of formats, including website content, newsletters, information sheets and social media posts

Relationships

- Supporting the Head of Adult Services and Service Delivery Lead (Adult Services) to manage relationships with settings to facilitate the delivery and success of adult training projects
- Supporting the Head of Adult Services and Service Delivery Lead (Adult Services) to manage relationships with other stakeholders involved in the delivery of projects, including workshop leaders, youth leaders, partner organisations, and professional specialists, to ensure stakeholders remain engaged in and committed to the projects' success
- Working with colleagues to manage information flows and communication to ensure knowledge of and learnings from projects are known and understood across Tender

Administration

- Completing all mandatory training, and proactively seek opportunities for ongoing professional development
- Logging, tracking and updating project management documentation (including project booking, securing contracts, carrying out risk assessments) to facilitate transparency of decision-making and accuracy of reporting
- Following monitoring and evaluation procedures to ensure the results of projects are recorded accurately and in a timely manner using specified systems, including Salesforce and SharePoint
- Participating in training and other learning activities to develop relevant professional skills and knowledge
- Undertaking any other reasonable duties commensurate with the grade and competencies required of the post requested by the line management

Person specification

Qualifications

	Essential / Desirable	Tested in the application (A), interview (I) or CV (CV)
Level 3 qualification in developing and delivering domestic violence training, or equivalent experience and a willingness to undertake the Level 3 training	E	CV

Knowledge

Understanding of the violence against women and girls' sector and current and developing policy and practice in preventing VAWG	D	A, I
Understanding of the education and safeguarding training sectors	D	A, I
Proficiency in office software, including Word, Excel, Powerpoint	E	CV
Proficiency in Salesforce	D	CV

Experience

Experience of coordinating or delivering projects in the VAWG sector, educational settings or in workplaces	D	A, I
Experience of building and maintaining successful relationships with a diverse range of partners across corporate, public, and third sectors	D	A, I
Experience of monitoring and evaluation of projects	D	I



Skills and behaviours

Ability to coordinate complex projects involving a range of internal and external stakeholders	E	A, I
Demonstrable commitment to safeguarding and equal opportunities	E	I
Ability to identify lessons learned and share those beyond immediate team	D	I
Ability to manage your own time and priorities to meet agreed objectives	E	I
Ability to work with colleagues across departments and organisations	E	I
Ability to solve problems, working flexibly and collaboratively	E	I

Summary of terms and conditions

Title	Projects Coordinator (Adult Services)
Department	Adult Services
Reporting to	Head of Adult Services
Contract	Permanent
Salary	£27,680 pro rate
Hours	2.5 days/week
Place of work	London/Hybrid
Benefits	25 days holiday pa (pro rata) plus public holidays Employer contribution to pension Employee assistance programme Flexible working



GUIDANCE NOTES FOR APPLICANTS

Application process and key dates

Please submit your CV, including education, qualifications, and full employment history and any other relevant experience showing responsibilities and relevant achievements. Please also submit a 1 – 2 page supporting statement that demonstrates how you meet the criteria in the person specification. Both documents can be submitted using our recruitment portal for the [Projects Coordinator](#) role.

If you need this information or any of our job application forms in an alternative format, please contact us by email at home@tender.org.uk or by phone, on 0207 697 4277. We are happy to receive applications in alternative formats. If you would like to have an informal conversation about the role before applying, Maddi Olivier would be happy to speak to you. You can contact Maddi at Maddi@tender.org.uk.

Closing date for applications: 12 September 2024, 11.59pm
Shortlisting: W/c 16 September 2024
Interviews: W/c 24 September 2024
Start date: ASAP

Tender does not pay for interview travel expenses. However, we may reimburse candidates on job seeker allowance for reasonable travel expenses up to a maximum of £15 to attend an interview if prior authorisation has been obtained.

Due to the volume of applications we receive, we are unable to provide candidates with feedback about their applications. We will provide feedback to any candidates shortlisted for interview.

Writing your supporting statement

The supporting statement plays a key part of our recruitment and selection process. We use the information you provide to decide whether or not to invite you for an interview. It is important that you complete the supporting statement as fully and accurately as possible, ensuring that you give specific examples which demonstrate how you meet the essential and desirable criteria for the role for which you are applying. Incomplete applications are unlikely to pass shortlisting.

The supporting statement is intended to allow you to provide evidence of your experience, knowledge, skills and abilities that are relevant to the role as described in the role profile. Selection is based on the evidence you provide against the requirements of the role as set out in the person specification. It is important that you tailor your response to clearly demonstrate how you meet each requirement. No assumptions will be made about your achievements and abilities.



Please provide examples of past experience that clearly demonstrate what we are looking for, and be precise about what you did, how you did it and the outcome or results of your actions. A useful guide is the STAR method:

- **Specific:** give a specific example
- **Task:** briefly describe the task/objective/problem
- **Action:** tell us what you did
- **Results:** describe what results were achieved

Please provide examples from work experience, or from other aspects of your life such as voluntary work, school or college work, or family/home responsibilities.

Equality opportunities

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to Tender's performance and to develop a culture that positively values diversity. We are committed, to achieving and maintaining a workforce that broadly reflects the local communities in which we operate.

If you have the right skills for the job, we want to hear from you. We welcome applications from people from all backgrounds and with all different kinds of life experiences, including those who have had breaks in their careers for any reason.

We particularly welcome applications from male-identifying candidates and candidates from a Black, Asian or other minority ethnic background as they are currently under-represented within Tender. We have made a positive commitment to employ disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in the role profile and person specification. If you wish you apply for consideration under the guaranteed interview scheme, please note this in your supporting statement.

We ask applicants to complete an [equal opportunities monitoring form](#). This is voluntary, but the information we ask for goes towards helping us ensure we are an inclusive employer by monitoring diversity in the workplace. This form will not be seen by anyone involved in reviewing applications or interviewing candidates. We will only use your information for the purposes specified on the form and detailed in our Privacy Notice (available on our website).

Our roles are open to discussion about flexible working, which would include arrangements such as part-time working, formalised flexi time, fixed working hours, working from home and job-sharing subject to business needs.

Please let us know if you require any adjustments to be made to the shortlisting process or to provide any information you wish us to take into account when considering your application. If you are selected for interview, we will ask you to let us know if you have any access needs or



may require reasonable adjustments to the interview or assessment at that stage. Please be assured we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process and, should you be appointed, as part of your employment with us.

Safeguarding

This role is subject to an enhanced disclosure being sought from the Disclosure and Barring Service, and the successful applicant will be required to register with the DBS Update Service. If you already have a DBS certificate, and are registered with the DBS Update Service, please include this information in your application. If you are the successful candidate, we will ask for your permission to access the DBS Update Service and we would also need to view your disclosure certificate.

The successful candidate will be required to provide evidence of entitlement to work in the UK. All job offers are subject to the receipt of two satisfactory references: one of these should be your present or most recent employer, the other could be someone who knows you in a work-related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for.

Data protection

Tender is committed to complying with data protection regulations. We only use your information for the purposes specified on this form and detailed in our Privacy Notice. Please note that your application form will be stored securely, and the information you have provided will not be disclosed to any outside agency unless we are obliged to do so.

Forms from successful applicants will be used as a basis for the personnel record. Forms from unsuccessful applicants will be destroyed after 6 months, with the exception of forms from applicants who have consented for their details to be held on file for future vacancies; these forms will be held for a further 18 months.

Complaints procedure

Any applicant who considers that they have been unfairly treated or discriminated against can contact Trupti Reddy (trupti@tender.org.uk) in writing or by email. Complaints received within one month will be taken seriously and investigated promptly and sensitively by the CEO and COO, who will advise of the outcome. This does not affect your legal rights.