

Job Description

Job Title:	Programme & Partnerships Officer
Service:	CoramBAAF / Racial Justice Family Network (RJFN)
Reporting to:	RJFN Chair
Salary:	£12,800 per annum (£32,000 FTE)
Work Pattern:	14 hours per week, with flexibility across the working week
Contract Type:	Fixed Term for 1 year, with the possibility of extension
Location:	Home-based, with occasional travel to Coram Campus in London and other locations for meetings and events.

About RJFN

The [Racial Justice Family Network \(RJFN\)](#) is hosted by CoramBAAF and is a multidisciplinary and collaborative network in England and Wales promoting racial justice and anti-racist practice across the family justice system.

RJFN brings together social workers, legal professionals, judges, academics, researchers and people with lived experience. The network works through national meetings, working groups, partnerships, research, advocacy, training and practical resources to strengthen anti-racist practice and improve the experiences and outcomes of Black and racialised children, families and professionals.

About CoramBAAF

[CoramBAAF](#) is the UK's leading membership organisation for professionals working across adoption, fostering and kinship care. We provide information, best practice guidance, advice, training and resources to support our members and influence policy to improve outcomes for children and young people.

Our corporate members in England, Wales, Scotland and Northern Ireland represent 94% of all local authorities as well as regional adoption agencies, health and social care trusts, independent fostering providers and voluntary adoption agencies, and cover 88% of all children and family social workers.

Our 600+ individual and associate members - comprising lawyers, health professionals, educational institutions, therapeutic and family support services, and more - reflect the multidisciplinary nature of our work.

Together, our members make up the largest network of organisations and individuals involved with children in their journey through the care system.

About Coram

[Coram](#) is committed to improving the lives of the UK's most vulnerable children and young people.

We support children and young people from birth to independence, creating a change that lasts a lifetime.

Coram is the UK's oldest children's charity founded by Thomas Coram in London helping vulnerable children and young people since 1739. Today, the Coram group helps more than one million children, young people, families and professionals every year by providing access to the skills and opportunities they need to thrive.

Coram is a leader in adoption and fostering, children's health education, therapy, child and family law, and advocacy for those in and leaving care. The organisation has grown rapidly in recent years, both in terms of income and staffing, making an exciting and interesting place to be.

Purpose of the Role

To support the delivery and development of RJFN's programme, partnerships and member engagement. The postholder will provide the day-to-day capacity needed to turn the network's strategic priorities into well-organised, inclusive and impactful activity, while strengthening relationships across the family justice and children's social care sectors.

The role will work closely with the RJFN Chair, members, working groups, partners and CoramBAAF colleagues. It is an operational and relationship-focused role with scope to contribute ideas, improve systems and help shape the network as it grows.

Main Duties & Responsibilities

Engagement, events and communications

- Support accessible and engaging communications with members and partners, including producing newsletters, updating website content, developing social media content and supporting targeted engagement using relevant digital communications and design tools.
- Coordinate RJFN network meetings, webinars, workshops, training and other events, including supporting the practical coordination and delivery of the anti-racist practice training programme, speakers, invitations, logistics, accessibility and evaluation. Help create spaces in which professional expertise and lived experience can contribute meaningfully to discussion, learning and programme development.
- Capture learning, feedback and examples of impact from network activity and share these in accessible formats.

Partnerships and network development

- Build and maintain positive relationships with RJFN members, partner organisations and stakeholders across family justice, children's social care, research, policy and communities with experience of racial injustice.
- Act as a key point of contact for members and partners, responding to enquiries and helping people identify meaningful ways to contribute to the network.
- Support the development of new partnerships and collaborative opportunities that advance RJFN's priorities.

- Support inclusive membership development and maintain accurate membership and stakeholder records.

Programme coordination and delivery

- Coordinate the day-to-day delivery of RJFN's workplan, informed by its [Theory of Change](#), maintaining clear actions, timelines and follow-up across projects and workstreams.
- Coordinate RJFN working groups, advisory activity and collaborative projects, including arranging meetings, preparing papers and tracking agreed actions.
- Support delivery of grant-funded activities, including coordinating engagement with Local Family Justice Boards (LFJBs) and other partners to support the delivery of RJFN's anti-racist practice training programme, monitoring milestones and contributing to narrative and impact reporting.
- Develop practical systems and processes that enable a growing network to work efficiently, inclusively and transparently.

Policy, research and impact support

- Support RJFN's contributions to policy consultations, guidance, research and sector-wide initiatives by coordinating input from members and partners.
- Assist with the development and dissemination of resources, briefings, training materials and publications.
- Support monitoring and evaluation, including gathering participation, reach, feedback and outcome information to demonstrate impact and inform future activity.
- Identify relevant opportunities, developments and connections that may support RJFN's programme and partnerships.

General responsibilities

- Work flexibly and collaboratively within a small, developing programme, taking ownership of agreed areas of work.
- Represent RJFN appropriately at selected meetings and events, where agreed.
- Undertake other reasonable duties consistent with the purpose and level of the role.
- Recognise and challenge all forms of discrimination and prejudice in the workplace.
- Treat everyone with respect, dignity and fairness and acknowledge and celebrate diversity.
- Maintain an awareness of your own and others' health and safety and comply with the Coram Group Health and Safety policy and procedures.
- Maintain confidentiality of information and comply with all requirements under the [UK General Data Protection Regulation \(UK GDPR\)](#) and the [Data Protection Act 2018](#).