Frontline

Partnerships Officer

Partnerships and Placements

Job pack

Our mission

Frontline is a charity with a mission to make life better for children at risk of harm, by improving the services that support them. Hundreds of thousands of children experience or are at risk from abuse and neglect at home, sexual and criminal exploitation outside the home, and other harms. For these children, the right support and protection can make all the difference.

That's why we help social workers and other children's services to develop excellent practice and leadership. And why we are cultivating innovative new approaches to child protection and driving positive systems change for children.

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Important information

Reports to: Partnerships Development Officer

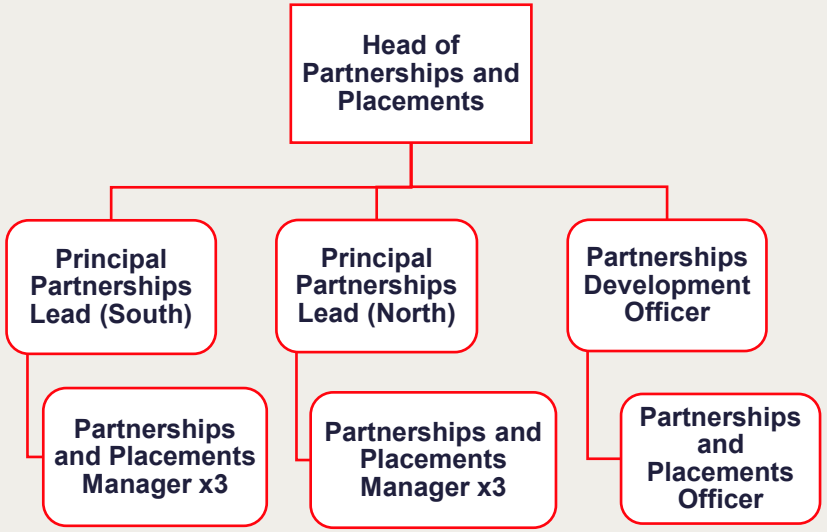
Salary: £32,178.51 (£35,753.90 inclusive of London office allowance) plus competitive pension

Contract: Full-time, 9-month fixed term contract

Location: Hybrid, 2 days a week expected in our London office.

Those living outside the M25 can opt to not receive London Office Allowance and agree a more flexible office attendance pattern at offer stage. Please note that travel to the London office is at your own expense.

The team you will be working in:



Closing date: Thursday 29 October 2026, 9am

Interviews: Thursday 5 November (online)

Frontline

Job description

You will be part of a high performing Partnerships and Placements team, working with local authorities nationally to deliver ambitious targets across multiple programmes. You will play a key role in supporting the efficient and effective functioning of the team, contributing to strategic priorities and programme outcomes through a wide range of projects and operational activities.

The role involves supporting partnership and participant management, leading projects to improve ways of working, undertaking applicant calls, managing programme communications, and providing ad hoc operational support both internally and externally. Working in a fast paced and dynamic environment, you will need to be adaptable, collaborative and willing to work across priorities to achieve the best results for our programmes.

We are looking for someone with strong project management and organisational skills who can build positive relationships and communicate confidently and inclusively with a range of stakeholders. With a high level of autonomy, the role requires someone who is proactive, highly organised and able to manage multiple priorities simultaneously. You will be comfortable using your initiative to solve problems, contribute to team objectives and maintain a high level of accuracy and attention to detail in everything you do.

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Key responsibilities

- Design and implement systems and improve processes with high levels of autonomy that contribute to increased efficiency in the team.
- Provide administrative and project management support to the team, including scheduling internally and externally.
- Support with marketing and communications to local authorities and applicants.
- Undertake calls with new applicants and respond to email enquiries to ensure we meet our target of 500 new starters on the programme.
- Data analysis and monitoring to support new areas of work and identify improvements.
- Work collaboratively with colleagues across the organisation on shared pieces of work.

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Experience and knowledge

Experience and knowledge	Essential or desirable	Where this will be assessed?
Experience managing a varied workload, and delivering outcomes in a target-driven professional setting	Essential	Application / interview
Experience of managing multiple projects at the same time and working to tight deadlines, often holding senior managers to account	Essential	Application / interview
Experience using Salesforce or similar CRM tools	Essential	Application / interview
Evidence of strong communication skills and managing difficult conversations	Essential	Application / interview

Skills and characteristics

Skills and characteristics	Essential or desirable	Where this will be assessed?
Highly organised and detail-oriented, with proven ability to implement plans efficiently and effectively	Essential	Application / interview
A team player, who is solution focused and willing to be hands on with strong problem-solving skills	Essential	Application / interview
Outstanding written and verbal communication, able to adapt communication to engage difference audiences	Essential	Application / interview
Proactive and open to change and innovation. Strong analytical skills, including knowledge of Excel	Essential	Application / interview
Resilient and able to maintain a positive attitude in challenging situations, especially during difficult conversations externally	Essential	Application / interview
Self-motivated to work remotely, maintaining excellent relationships	Essential	Application / interview
Passionate about turning ideas into action	Essential	Interview

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Eligibility

It is important to us that you are aligned with our values and committed to:

- working to deliver our mission and helping achieve our vision
- creating a culture of freedom and responsibility
- actively dismantling discrimination in your role

Right to work

All appointments are subject to the successful candidates demonstrating their right to work in the UK.

How to apply

If this sounds like the right role and organisation for you, please **submit your application** online.

Please note that we reserve the right to close all roles early if we experience a high number of applications. If you think the role is a right fit for you, please apply as soon as you can.

Diversity means stronger teams and we want Frontline to reflect the communities we serve. Therefore, we are actively seeking applicants from global majority backgrounds for this role.

We are a disability confident employer and welcome applicants with disabilities. We ensure a diverse shortlist for all our roles, so when prompted, we encourage you to share this information with us if you are willing to do so.

Please let us know how we can make the recruitment process more accessible for you by emailing people@thefrontline.org.uk

Want to find out more?
Please contact: Phoebe Foster/ Partnerships Development Officer/ Phoebe.Foster@thefrontline.org.uk

Frontline

Our culture of freedom and responsibility

Freedom and responsibility is how we stay true to our mission: trusting people to use their judgement, take ownership and do what's right for children. It's what keeps Frontline creative, caring and courageous.

Freedom and responsibility has four pillars:

1. Putting children first
2. Making equality, diversity and inclusion everyone's business
3. Working as one team
4. Making decisions based on professional judgement and evidence

Learn more about our culture

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Diversity and inclusion

We believe that diversity makes for a stronger team and our employees come from a range of backgrounds with varied expertise.

We are actively seeking to bring people with different lived experiences into the charity. We aim for a workplace that is welcoming for all and diverse in age, disability, ethnicity, gender, race, religious belief, sexual orientation, social background and any other forms of identity.

In our most recent demographic survey, 26% of employees are from global majority backgrounds, 17% are disabled and 20% identify as LGBTQ+.

We are committed to:

- Being an actively anti-racist and inclusive organisation
- Taking an inclusive approach to recruitment
- Equipping our employees with the relevant knowledge to support these aims

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Our benefits

We know that working here is more than just a job title. Our benefits are a way of recognising employees for the important work they all do

Community

- Employee affinity groups (incl. LGBTQ+, Black affinity group, global majority, disabled and neurodivergent, parenting Network)
- Employee resource groups (incl. diversity and inclusion working group, sustainability working group)
- Organisational away day once a year
- Regular social activities (virtual and in-person)
- Staff in social work roles can join the Fellowship community after one year of service

Family

- Enhanced occupational maternity, adoption, paternity and shared parental leave policies
- Foster and kinship care policy
- Time off for fertility treatment / IVF appointments

Learning and development

- CPD / learning and development calendar and apprenticeships
- Tailored in-house workshops
- Coaching with qualified professional coach
- Mentoring scheme for underrepresented groups

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Our benefits continued

Holidays

- 25 days annual leave, plus bank holidays and office closure from 25 December to 1 January
- Holiday entitlement increases by one day every year after two years' service (up to max. 30 days)
- You can buy up to five days annual leave a year

Health and well-being

- Employee support service: 24/7 confidential advice line and counselling
- Occupational health support
- Life assurance scheme: death in service benefit of x3 annual salary
- Free eye test and flu vaccine
- Sabbatical after 3 years' service (up to 6 months)

Pay, pension and loans

- Transparent salary structure, job evaluation to ensure benchmarking and competitive pay
- Up to 8% employer pension contribution, via salary sacrifice
- Interest-free bike and season ticket loan
- Interest-free deposit loan for renting or buying a new home

Flexible working

- Home-working around the needs of your role
- Flexibility around our core hours (10am-4pm)
- Mission aligned volunteering time (up to 3 days)

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