

# Hello!

I am so glad you're considering applying for the Partnership Manager (North West England) position with us 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 video conference with several participants. In the foreground, there is a green ceramic mug filled with a dark liquid, likely coffee or tea.

## Job Description

### Overall purpose

The purpose of the Partnership Manager (North West England) role is to onboard churches in Merseyside, and further afield as appropriate, to fill our regular trainings, enabling Kids Matter's church partners to deliver our programmes in their local communities.

### Key responsibilities

#### 1. Partnership engagement

- Upscale our work in the North West by envisioning and enlisting 3-4 new church partners (2x facilitators per partner) to fill our regular trainings (4x trainings per year), equating to 12-16 new partners per year.
- Proactively network to build and develop excellent rapport and relationships with potential partners in person and via email/video calls.
- Present Kids Matter's community-based parenting programmes and resources in an articulate, engaging and professional manner, ultimately leading to new partnerships.
- Lead potential partners through the partnership pipeline to attending facilitator training.
- Support partners in building excellent relationships with local authorities and/or schools.
- Understand and actively listen to the needs of potential partners and their local areas/communities.
- Attend events to raise awareness of Kids Matter, including public speaking, running exhibition stalls, and liaising with third-party organisations to distribute materials at events.
- Work closely with our Communications Team to design and plan campaigns they can run to build awareness of Kids Matter across Merseyside and the North West.
- Ensure records are accurately maintained and held in accordance with GDPR in Kids Matter's document library and CRM system.

#### 2. Programme delivery

- Opportunity as the work grows to deliver Kids Matter programmes, as appropriate, to model and kickstart new partnerships.

#### 3. Wider team involvement

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

# Person Specification



Category	Criteria	Assessed by*	E/D
<b>Skills/ Abilities</b>	Strong networking skills to build relationships with a wide range of prospective partners	I	<b>ESSENTIAL</b>
	Confident developing relationships with key stakeholders, including church leaders, volunteers, charities & statutory services	I	
	Excellent at spotting new opportunities and turning them into action	A/I	
	Confident in pioneering new projects	A/I	
	Able to work to tight timelines and handle some pressure	I	
	Able to work independently, take initiative and be proactive	I	
	Excellent written and verbal communication skills	A/I/T	
	Confident in public speaking/sharing vision, with strong presentation skills	I/T	
	Strong relational skills, able to effectively communicate with churches from a wide variety of theological backgrounds	I	
	Able to communicate confidently across different levels of church leadership	A/I	
	Able to use new systems/processes quickly and confidently (including CRM)	I/T	
	IT literate with knowledge of/ability to use MS Office programmes and Zoom	I/T	
<b>Personal qualities</b>	Willing to give and receive constructive feedback	A/I	<b>ESSENTIAL</b>
	Flexible and willing to be involved in a wide range of tasks	I	
	Commitment to ongoing development of own knowledge and skills	A	
	Strong personal Christian faith	**	
	Passion to see every child in need raised in a strong family	A/I	
	Has existing relationships with networks of churches/Christian charities in North West England	A/I	
	Ability to work evenings and weekends very occasionally for events	A	
	Holds valid and full driving licence with access to a car	A	
<b>Experience</b>	Experience of working in a role which involved motivating churches to deliver a new project to support their local community	A/I	<b>ESSENTIAL</b>



Category	Criteria	Assessed by*	E/D
<b>Experience</b>	<i>Experience of proactively seeking out new opportunities and bringing them through to partnership/completion</i>	A	<b>DESIRABLE</b>
	<i>Experience of working with churches/charities to grow a concept regionally</i>	A	
	<i>Experience of working with schools and/or local authorities</i>	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 Manager (North West England)

**Reporting to:** Partnership Development Lead

**Purpose:** See Job Description

**Location:** Remote (must be based in North West England) OR Hybrid (option to be based in *Imagine If Trust* offices in Liverpool). Both options require the ability to regularly travel across Merseyside and occasionally travel for biannual team days in London and biannual departmental team meetings in various locations.

**Contract:** Permanent

**Start date:** As soon as possible

**Hours of work:** Part-time, 3-4 days (21-28 hours) per week  
*Required Monday mornings due to weekly team meeting, other hours can be spread throughout the week.*

**Salary:** £28,665 - £31,965 pro rata (£17,199 - £19,179 or £22,932 - £25,572 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.

*The postholder will adhere to the employment, HR policies and working practices of Kids Matter. If working in the Imagine If Trust offices, they will be flexible to accommodate the working ethos of the offices and any staff meetings they may attend.*



# 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: **5pm on Monday 27th May 2024**

We will aim to inform all successful and unsuccessful applicants via email by 5pm on Thursday 30th May.

## Stage 2

Successful applicants will be invited to an initial 30 to 40-minute Zoom interview, which will take place **in the week commencing 3rd June**.

To ensure candidates can perform to the best of their ability, interview questions will be sent in advance of the interview date. Candidates may 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 Liverpool on **Monday 10th June**. The interview will take approximately one hour and include at least one task set in advance. Later in the same week, the final two candidates will be invited to have a short call with the Executive Director.

We will aim to inform the successful candidate and unsuccessful candidates of Kids Matter's final decision by 5pm on Friday 14th June.

If you have any questions, please refer to our **recruitment FAQs** document. If you would like any application and interview support or you need any reasonable adjustments throughout the application process, please contact **Katie Washington (Operations Assistant)** on [recruitment@kidsmatter.org.uk](mailto: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

More than 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 **nearly 4,500 children** through our parenting programmes, equipping their parents (over 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

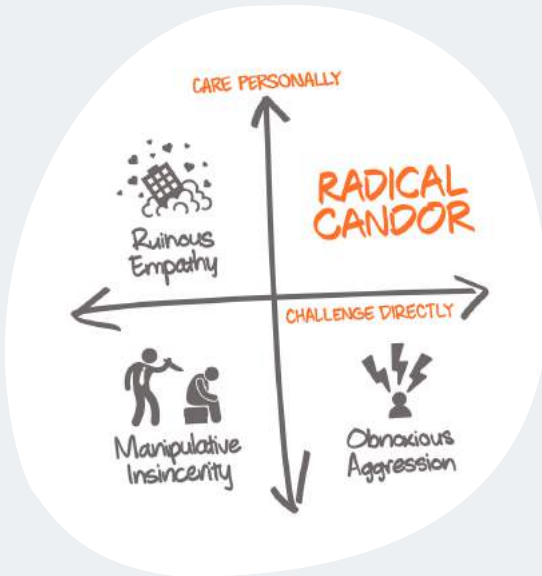
We have a wonderful team of brilliant people committed to transforming society, one family at a time, and a group of top-notch trustees who support us every step of the way.

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.

