



**Tender  
Application Pack**

**Head of Curriculum and Growth**

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August 2024



## About Tender

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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

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We have grown rapidly in recent years, and now have an exciting and varied programme of work. In 2023, we created the role of Head of Curriculum and Growth to focus on two areas: ensuring the workshops we deliver are of the highest quality across our diverse range of programmes; and working with the Director of Services on the expansion of Tender's work into new geographic areas and to a broader range of beneficiaries.

You will have a crucial, central role within the overall Tender team, working closely with the delivery teams on the curriculum they deliver, working closely with the Research and Impact Manager to ensure our curriculum is consistent with our learning aims for beneficiaries, and working with the Senior Leadership Team to ensure our curriculum is always aligned with our strategic aims. This role provides an opportunity to apply your knowledge and skills in the details of developing effective workshops, while also developing a wider understanding of the broader strategic and operational considerations relevant to a growing charity.



## **JOB DESCRIPTION HEAD OF CURRICULUM AND GROWTH**

### **Role Purpose**

The main purposes of the Head of Curriculum and Growth role are:

- Overseeing the design and maintenance of consistently high-quality workshops and resources (Tender's curriculum) across all programmes, incorporating drama and the arts and appropriate subject matter expertise
- Developing a strategic plan for expanding Tender's reach and impact, and working in collaboration with the Director of Services to execute expansion plans
- Overseeing the recruitment, training and ongoing development and management of Tender's freelance workshop facilitators

### **Main Responsibilities and Duties**

#### *Curriculum and quality assurance*

- Overseeing the development and introduction of all new content in Tender's curriculum, working in collaboration with internal and external stakeholders to ensure secondary research, beneficiary need, subject matter expertise and beneficiary voice (in particular, youth voice) is appropriately incorporated and content is evidence-based
- Developing, reviewing, updating and implementing Tender's quality assurance framework to ensure Tender's curriculum remains of a consistently high quality
- Overseeing the regular review of existing curriculum to ensure content remains internally consistent across Tender, up to date and incorporates new information and best practice teaching methods
- Working in collaboration with the Research & Impact Manager, ensuring relevant primary and secondary research and learnings from Tender's programmes are incorporated into Tender's curriculum to maximise the impact of Tender's programmes
- Championing excellence in the design and delivery of Tender's curriculum across the organisation, including building strong relationships with other Heads of Departments and Programme Managers

#### *Workshop leader oversight*

- Working in collaboration with the Head of Schools & Youth Settings and Head of Adult Services, identifying gaps in workshop leader pools and overseeing the timely recruitment of a sufficient number of workshop leaders across all regions to deliver all planned projects
- Developing and implementing a consistent and robust workshop leader induction plan for all new facilitators
- Developing and implementing an ongoing training and development plan for workshop leaders to ensure consistently high quality and current standards of delivery to all beneficiary groups, and ensuring any gaps in existing skills and knowledge are addressed

- Working in collaboration with the Director of Services, Head of Schools and Youth Settings and Head of Adult Services, develop and implement processes to monitor workshop leader performance
- Overseeing the provision of wellbeing support for workshop leaders, including regular check-ins and gathering formal and informal feedback

#### *Growth*

- Researching and identifying potential geographic areas and target populations for expanding Tender's reach and impact in a planned and targeted manner
- Working in collaboration with the Research & Impact Manager, assessing the need for, and potential impact of, Tender's work in new geographic areas or with new target populations
- Working in collaboration with the Development team, identifying and developing new partnerships, collaborations and funding opportunities to ensure any growth can be properly resourced and sustained
- Developing and supporting the Director of Services to execute a strategic plan for expanding Tender's work to new geographic regions and to new target populations in 2024-26

#### *Administration*

- Supporting the SLT in effective risk management by proactively and regularly identifying potential risks and recommending mitigating actions to the Director of Services
- Completing all mandatory training, and proactively seeking opportunities for ongoing professional development
- Following all Tender policies and procedures, including safeguarding, data protection and equal opportunities
- Working as a member of the Tender team and carrying out other duties that may be required to meet the needs of the organisation

### **Person specification**

#### **Qualifications**

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

#### **Knowledge**

Knowledge of the violence against women and girls sector and current and developing policy and practice in preventing VAWG	E	A, I
Knowledge of curriculum development and/or teaching pedagogy and educational methodology in different	E	A, I

settings (schools, PRUs, SEND schools, youth settings)

Proficiency in office software, including Word, Excel, PowerPoint E A

Proficiency in Salesforce D A

### **Experience**

Experience of using creative approaches and applied theatre, drama or arts-based methods to engage participants in issues-based educational workshops E A, I

Experience in developing workshops aligned with a wider curriculum E A, I

Experience of building and maintaining successful relationships with a diverse range of colleagues and external partners from different sectors E A, I

### **Skills and behaviours**

Ability to work strategically and support others to understand and work within Tender's wider strategic priorities E I

Ability to develop resources for people from different backgrounds E I

Forming sound, evidence-based decisions and taking personal responsibility for actions E I

Thinking ahead, managing time, priorities and risks, and delivering work on time and to a high standard E I

Ability to solve problems, working flexibly and collaboratively E I

Willing to develop and acquire new knowledge, skills and experience E I

Commitment to safeguarding and equal opportunities E I

### **Summary of terms and conditions**

**Title** Head of Curriculum and Growth

**Reporting to** Director of Services

**Contract** Permanent

**Salary** £39,140 pa (pro rata if part time)

**Hours** Full time / 4 days a week will be considered



**Place of work**

Hybrid (you will be expected to attend some in person meetings, but largely remote)

**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

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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 [Head of Curriculum and Growth](#) 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](mailto: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, Kate Lexén (Director of Services) would be happy to speak to you. You can contact Kate at [kate@tender.org.uk](mailto:kate@tender.org.uk).

<b>Closing date for applications:</b>	<b>8 September 2024, 11.59pm</b>
<b>Shortlisting:</b>	<b>W/c 9 September 2024</b>
<b>First round interviews:</b>	<b>W/c 16 September 2024</b>
<b>Final interviews:</b>	<b>W/c 23 September 2024</b>
<b>Start date:</b>	<b>ASAP</b>

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

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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**

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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**

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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**

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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**

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Any applicant who considers that they have been unfairly treated or discriminated against can contact Trupti Reddy ([trupti@tender.org.uk](mailto: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.