

Job description:

Partnerships Manager (Children & Young People)

Job title:	Partnerships Manager (Children & Young People)
Salary:	£48,000pa pro rata
Contract:	Fixed term until 30 September 2026. Part time (21 hrs/week)
Location:	THCVS, St Hilda's East Community Centre, London E2 7EY
Reports to:	CEO, THCVS
Direct reports:	Volunteers

Background and purpose

Working for THCVS

Our vision of Tower Hamlets as a place where community action thrives. We support voluntary and community groups to run their organisations effectively, secure funding to deliver services and to connect and collaborate with each other. We are also an embedded strategic partner in the borough, bridging the space between the voluntary and community sector and statutory and other partners, enabling us to give a voice to the VCS and advocate on their behalf.

Purpose of this role

The main purpose of this role is to lead on strengthening partnership work with voluntary and community groups who work with children, young people and families, and to facilitate co-production with the statutory sector in order to deliver high quality services for local residents.

Key tasks

The responsibilities of this role are wide-ranging and diverse and involve working closely with both the THCVS senior management team and council colleagues. It will be a busy role and you will need to be able to manage competing demands and be able to prioritise.

- Engaging with voluntary and community groups that work with children, young people and families and enabling representation, including through facilitating the Voluntary Sector Children and Youth Forum and any of its sub groups. This might involve organising the election of representatives.
- Attending boards and working groups where necessary.
- Supporting voluntary and community leaders to attend and contribute to boards and working groups.
- Engaging with council colleagues to facilitate an open and supportive dialogue between different areas of children's services within the council and the voluntary and community sector.

- Develop briefings for voluntary and community groups on a range of issues relating to children, young people and families.
- Developing strong communications channels with voluntary and community groups that work with children, young people and families. Ensure that they have access to the information they need and are kept informed about relevant developments and training opportunities. This may include compiling a regular newsletter and writing communications plans.
- Keep clear records for monitoring and evaluation purposes.
- Along with the Development Manager and Development Officer, identifying training and capacity-building needs of voluntary and community groups working with children, families and young people. Deliver training where appropriate.
- Being a part of the THCVS senior management team and working with them to increase voluntary and community sector representation at key strategic partnership groups.

Management

- Work as part of the senior management team at THCVS to advance our strategic plan and sustainability strategy.
- Manage staff, volunteers and contractors as required.
- Manage the budget for your area of work.

General responsibilities

- Uphold and promote the mission and values of THCVS.
- Seek out and build relationships with new organisations and projects and promote THCVS membership where appropriate.
- Be inclusive and treat people with dignity, respect and empathy.
- Work collaboratively as a member of the THCVS team, sharing ideas and feedback and contributing to the development of policy and good practice within the organisation.
- Share general responsibility for:
 - the production of high quality and accessible information for voluntary and community groups.
 - reporting and being accountable for THCVS' impact.
 - supporting meetings, events and training opportunities.
 - organisational administration, including logging work on our database.
- Be open and willing to learn
- Work in accordance with key THCVS policies.
- Actively promoting equalities and challenging discriminatory practice.
- Undertake any other duties as required in line with the objectives of the post.

Person specification:

Partnerships Manager (Children & Young people)

Skills	
Ability to build effective and open working relationships with colleagues across the organisation, with voluntary and community groups and statutory partners.	Essential
Ability to self-manage, to plan and prioritise your workload, seeking guidance where necessary, within the framework of organisational priorities and policy.	Essential
A high standard of written and verbal communication including the ability to write appropriate to the target audience and to present short briefings and detailed and accurate reports.	Essential
High standard of IT including the use of word processing, email and diary management, spreadsheets and presentation packages.	Desirable
Knowledge & understanding	
Demonstrable understanding and experience of the issues affecting children, young people and families.	Essential
Knowledge and understanding of children's safeguarding.	Desirable
Understanding of voluntary and community organisations, the environment in which they operate, and the relationships between the voluntary and statutory sectors.	Desirable
Knowledge and understanding of equalities issues, and demonstrable commitment to applying these within the context of this post.	Essential
Experience	
Experience of supporting and leading partnership and consortia work in the voluntary and community sector and of working with statutory procurement officers and commissioners.	Desirable
Experience of delivering training.	Desirable
Experience of contract management and of monitoring and evaluating projects.	Desirable

Other	
Ability to work flexibly, including occasionally in the evenings and some weekends, and to undertake any other duties consistent with the post.	Desirable
Commitment to equality of opportunity in service delivery and ability to integrate equality issues into all aspects of the work	Essential

We do not expect candidates to meet all the criteria listed. Rather we are looking for someone who commits to our values and has the aptitude and attitude to succeed in the role. We also value lived experience and would like to encourage applications from the diverse communities in Tower Hamlets. if you are unsure about whether to apply please contact vicky.scott@thcvs.org.uk to talk about it.

Deadline for application is 12.00 midday, **Monday 28 April 2025**. To apply please send a CV and covering letter to vicky.scott@thcvs.org.uk