

# Partnerships Project Manager

## 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**: Head of Partnerships and Placements

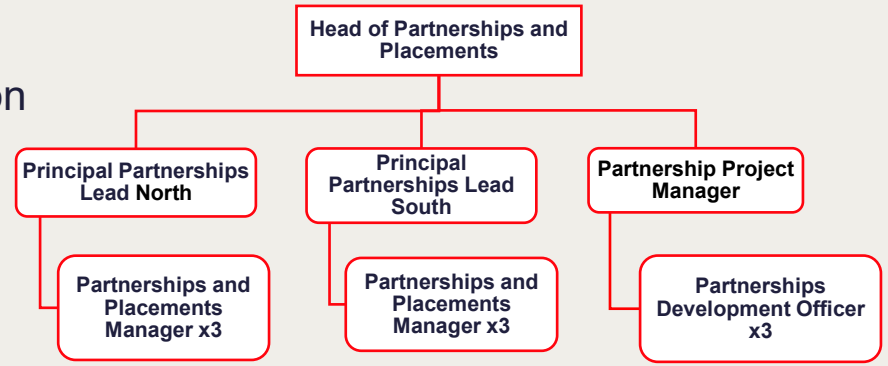
**Salary**: £41,712.88 (£45,288.27 inclusive of London office allowance) plus competitive pension

**Contract**: Full-time, permanent

**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:**




**Direct reports**: Partnerships Development Officers
**Closing date**: Thursday 12 November 2026, 9am

**Interviews**:
- First round: Tuesday 17 November (online)
- Second round (task included): Tuesday 24 November (online)



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# Job description

Frontline is entering an exciting period of growth and development as we continue to expand our programme portfolio and strengthen the support we provide to social workers and leaders throughout their careers.

We deliver a range of programmes and services that support participants at different stages of the social work career pathway, from those entering the profession through to experienced leaders. As our organisation grows, we are continuing to invest in the people, systems and capabilities needed to support high-quality delivery across our portfolio.

As we move through this period of growth and change, some aspects of the role, including its job title, reporting line and directorate, may be subject to change as our future organisational structure takes shape.

**The role**

The Partnerships Project Manager will provide strategic oversight of key operational processes, projects and improvement initiatives that support the goals of the Partnerships Team and promote Frontline's strategic objectives, at a time of rapid growth.

The post holder will play a key part in the creation of robust mechanisms that support the successful monitoring of concurring opportunities and applicant pipelines, stakeholder management, the allocation of applicants to placements across multiple programmes, key annual partnership and programme delivery cycles and ensure governance requirements are met.

Working closely with colleagues across Frontline, the Partnerships Project Manager will use project management tools and methodologies to plan, prioritise and deliver work to a high standard, managing competing demands, mitigating risks, ensuring projects and operational activity are delivered on time and effectively, adapting to Frontline’s emerging needs, proactively.





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# Key responsibilities

- Lead, manage and develop the Projects Team
- Oversee the allocation of applicants to placements across multiple programmes, ensuring processes are efficient, accurate and equitable.
- Project manage the annual cycle of partnership and programme activities, ensuring key milestones and deadlines are achieved.
- Ensure governance compliance through oversight of collaboration agreements, programme statements, and associated documentation.
- Act as the operational lead for Salesforce within the team, identifying system and process improvements and working with specialist colleagues to implement them.
- Use project management systems and tools to plan, monitor and deliver projects and operational priorities effectively.
- Monitor risks, dependencies and competing priorities, ensuring issues are addressed proactively.
- Support partnership management activity and engage with external stakeholders where required.
- Lead by example and role model a high-performance culture through clear communications, risk management and holding colleagues to account.





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# Experience and knowledge

| Specification | Essential or desirable | Where this will be assessed? |
|---|---|---|
| Project management experience and/or qualification. | Desirable | Application, interview and task |
| Ability to use everyday digital tools (such as Microsoft Word, Excel, Outlook and online systems) to support day-to-day work, with willingness to learn new systems as required. | Essential | Application, interview and task |
| A strategic mindset that plans, prepares and monitors own performance to effectively anticipate and manage risks to performance | Essential | Application and interview |
| Confident in using data and making use of reporting through customer relationship management (or CRM) systems. | Essential | Application and interview |
| Dependable, clear and pro-active in working to achieve shared goals | Essential | Application and interview |
| Presence to influence peers, and challenge respectfully and with impact | Essential | Application and interview |
| People management experience | Essential | Application and interview |
| Building relationships with a range of internal stakeholders, and balancing varied, often competing, interests. | Essential | Application and interview |
| Confident having difficult conversations, managing complaints and escalating issues. | Essential | Application, interview and task |





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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.





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# 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: Claudia Cruz Alvarez / Principal Partnerships Lead / claudia.cruzalvarez@thefrontline.org.uk

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# 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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