



## Part time Partnerships Manager (Maternity cover: 18 months post)

**£21,800 for 21 hours per week (£36,400 FTE)**

**Thank you for your interest in this role at Church Urban Fund (CUF).**

Church Urban Fund has a proud history of being good news within our low-income communities across England. We partner with churches, different faith communities and schools through our family of charities - Near Neighbours, CUF and Just Finance Foundation - and aim to learn from and journey with the communities that we serve. Our core mission is shaped by the drive to alleviate poverty in all its forms, by developing partnerships and programmes of hope, love and dignity.

We are inspired by Jesus' ministry to be with and alongside, and serve the most marginalised and vulnerable in society, and follow his command to Peter and the wider Christian community 'tend or feed my sheep.' We are a relatively small charity, where everyone plays a significant part in shaping our culture and serving the wider community, together.

We are seeking an experienced, energetic and enthusiastic person to lead us as we develop and extend our Together Network of local and national charities supporting churches to engage in local social action. It is key to our work in strengthening existing, and building new, partnerships.

If you feel that this role could be for you, we would love to hear from you.

A handwritten signature in black ink that reads "Rob".

Bishop Rob Wickham  
Group Chief Executive



## About Us

At CUF, our mission is to tackle complex challenges like poverty and exclusion across England by mobilising people, churches, and whole communities to make a positive difference.

Through programmes like Growing Good, Places of Welcome and Positive Pathways, we aim to transform the lives of those in poverty and strengthen communities by reducing loneliness, increasing self-confidence and building stronger communities.

### The CUF family currently consists of:

**TOGETHER  
NETWORK**+

A network of charities, founded and convened by CUF, that promotes collaborative, local social action through network building, strengthening of relationships and the development and delivery of programmes to tackle social issues including food poverty, loneliness and homelessness. The Together Network currently has 35 members and we are seeking to grow the network.

**NEAR  
NEIGHBOURS**

The focus of Near Neighbours is on building bridges between people of different faith groups, cultures and backgrounds. By encouraging people to get to know each other and work together, relationships of trust – which transcend difference – are built and neighbours are empowered to improve their communities together.

**JUST  
FINANCE  
FOUNDATION**

The work of the Just Finance Foundation is to promote a fairer financial system that equips people to manage their money better.

A key focus is on helping primary-aged children develop a positive relationship with money and embed habits, learning and behaviours that build financial resilience into adulthood.

(Near Neighbours and Just Finance Foundation are subsidiaries of CUF)

## Our vision

Ending poverty, together

## Our mission

We will, together, mobilise a movement of love, justice and mercy that is inspired by God, who lifts up the humble and fills the hungry with good things.

## Our local approach

We understand that local people know their communities best, so we make sure local skills and knowledge are amplified and valued in everything we do. We work with and invest in local people, churches and community groups to tackle urgent issues, provide life-changing support and raise money.

## Our Christian values

As a Christian organisation, we are motivated by a vision of the world as God intends it to be. We are passionate about building communities where material needs are met and everyone feels connected, valued, and loved.

### **Our work is guided by the following theological principles:**

- We are drawn by the vision of a world as God intends it to be.
- We are driven by the biblical cry for righteousness, justice and peace.
- We are directed by Christ's example to prioritise those experiencing injustice, poverty and inequality.

## Culture and values

CUF is an inclusive organisation with a diverse workforce. Our aspiration is to build a workforce that is truly representative of the communities we serve, and diversity is an asset in helping us create an inclusive, welcoming environment for all.



# Partnerships Manager (maternity cover, part time fixed term)

## About the role

This Partnerships Manager role (maternity cover) is a role to develop and extend our Together Network of local and national charities supporting churches to engage in local social action. It is key to our work in strengthening existing, and building new, partnerships. We want to develop and grow the depth and reach of our Network, and reshape it. The role also works to equip, support and resource local churches, and is key to the external face of CUF. The person appointed will work complementarily alongside other CUF staff such as those involved in church engagement and communications. This is a fixed term post of 18 months to cover maternity leave, in order to overlap with the current post holder.

This role reports into the Director of Partnerships. The role is 0.6FTE and works closely with a second Partnerships Manager (0.5FTE), whose focus is our Places of Welcome work.

## Job Description

**Location:** Hybrid: The role is office based but with flexibility to work from home. The office is based in central London, with occasional travel within England as required. Some travel to the CUF office in London is required, usually on a monthly basis.

(The Foundry, 17 Oval Way, Vauxhall, London, SE11 5RR)

**Contract:** Fixed term: 18 months

**Hours:** 21 hours per week

**Salary:** £36,400 FTE – £21,800 for 0.6 pro rata

**Annual Leave:** 22 days + 3 CUF discretionary days + Bank Holidays per annum, pro rata.

## Purpose of the role

### Building Strong Networks

- To oversee our work in growing, developing and extending the reach of the Together Network
- To be the main point of contact for the Together Network Members, answering questions, connecting Members on shared work, and conducting regular check ins to build relationship and offer support.
- To convene the Together Network by creating, organising and facilitating opportunities for connection such as online conversations, and Steering Group meetings.
- To contribute to the planning and running of conferences and other in person events.
- To communicate activities, resources and events through internal channels and newsletters
- To support the sharing of knowledge and understanding within the wider team of partners by organising and running training days and sessions on specific topics

- To create and deliver regular webinars for partners with other staff and assist to share manuals, tools, and resources for TN members and for local churches
- To develop new external partnerships such as introducing organisations to the Together Network and inducting new members
- To help develop relationships with new and existing funders by inputting into applications/reports

### Administration

- To manage the Network's external communications - social media, blogs, newsletter, website, in partnership with the Comms Manager
- To support the Network with design requirements and deliver design templates
- To support the Network with website CMS needs and questions
- To oversee Together Network reporting and monitoring /evaluation processes in partnership with Listening and Learning colleagues
- To maintain a database of members of our networks on Salesforce
- To take minutes of meetings where necessary

### Team work

- To collaborate and work positively with our team including the Partnerships Officer who is currently supporting our Places of Welcome work and supporting the admin of our team as well as administering our Windrush grants work

### Contributing to CUF

- To be a collaborative member of the CUF Team, positively contributing to the mission of CUF
- To actively contribute to staff sessions and working groups
- To ensure that up-to-date baseline data is available for reporting to SLT and lead in assessment/decision making process

## Skills, experience, and characteristics

The person for this role will need to be adaptable and flexible, as well as being able to take the initiative and maintain energy and drive for this role within the organisation. This role requires leadership, a creative approach, innovation, technical and interpersonal skills together with passion for change, agility, and success. They will be a team player who is very comfortable collaborating with colleagues, churches, and network partners.

ESSENTIAL	DESIRABLE
<b>Knowledge and Experience</b>	
Experienced in overseeing change and transition in a creative and collaborative way	Experience of Salesforce
Experienced in managing a programme or network	Experience of website management

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
A good knowledge of faith-based social action and issues associated with deprivation, poverty and inequality	Experience of Canva and other design tools
Experience of working or volunteering in the social action sector or in local church projects or initiatives	
A very good knowledge of Christian denominations, church structures and worship traditions	
Experience of working with initiative, independently and as part of a team	
Proficient in Microsoft Outlook, Teams and Excel, and able to learn new processes and techniques quickly, and a knowledge of social media channels and creating web content	
<b>Skills and Attributes</b>	
Highly personable, skilled at building trusted, positive relationships	
Ability to lead meetings, events and training sessions, in person and online	
Able to liaise with a wide variety of people both internally and externally	
Excellent administrative, organisation and time management skills	
Good verbal communication skills, Excellent research skills, an ability to write, analyse, develop and summarise complex ideas, and to work well under pressure of deadlines	
Ability to lead meetings, events and training sessions, in person and online	
Resilience and personal integrity	
In sympathy with the ethos of Church Urban Fund, and a positive enthusiasm for working in the charitable sector, aligned with CUF's values	

This job description is a statement of requirements at the time of writing, and it should not be seen as precluding future changes after appointment to this role.

## How to apply

For an informal conversation about this role and for more information, please contact our Director of Partnerships Liz Carnelley [Elizabeth.carnelley@cuf.org.uk](mailto:Elizabeth.carnelley@cuf.org.uk)

To apply, please send/email an up-to-date CV and covering letter outlining your relevant skills and experience, relating to the listed responsibilities and person specification to:

HR Manager, Church Urban Fund, The Foundry, 17 Oval Way, Vauxhall, London, SE11 5RR  
Email: [hr@cuf.org.uk](mailto:hr@cuf.org.uk)

Closing date: Tuesday October 15th, 12 noon

Interviews on Monday 21st October, online.

It is anticipated there will be a second interview in person.

*Church Urban Fund is an equal opportunity employer and values diversity.*

**We believe in the power of relationships and community to change lives.**

Church Urban Fund is a registered charity in England and Wales (297483). A company limited by guarantee (02138994)

Registered address: The Foundry, 17 Oval Way, London SE11 5RR.

Near Neighbours is a UK Registered Charity No. 1142426

Just Finance Foundation is a UK Registered Charity No. 117205