****

**Partnerships Support Officer, Maternity Leave post**

**Job Description**

Church Urban Fund is in a period of transition. CUF is becoming a vehicle for place-based, relational social action, ecumenical collaboration with different churches, and work with different faith communities, and replicable service delivery. Our hope is that this stimulates a truly national faith-based movement which offers something for every church, and for faith groups, and a national platform for the stories of grassroots voices to be heard. CUF has several strands of work including the Together Network, Near Neighbours, the Just Finance Foundation, and Places of Welcome.

The Partnerships Support Officer role is to cover a maternity leave. The Partnerships team are key to strengthening existing and building new partnerships. The individual will support the Director of Partnerships to build a robust credible partnerships platform and be key to the external face of CUF. The role is designed to work alongside other CUF staff such as those involved in communications, and policy and research, to create a collaborative, strategic, agile, innovative, efficient, productive, effective - and most of all – mission driven organisation.

This full-time role requires innovation and interpersonal skills together with passion for change, agility and success. This role will report into the Director of Partnerships. This post is a maternity leave cover, and we would like the person appointed to start as soon as possible, so that there could be crossover.

**Objectives of this Role**

**Team building**

* To be a collaborative member of the CUF Team, positively contributing to the mission of CUF
* To support co-ordination of the Together Network (TN), Near Neighbours (NN) and The Just Finance Foundation (JFF)
* To facilitate gatherings, communication (e.g. creating newsletters) and events (e.g. planning agendas, inviting speakers, booking venues, inviting members etc.)
* To co-ordinate programme partner (TN, NN, JFF) meetings as appropriate
* To support the sharing of knowledge and understanding within the wider team of partners by developing and helping to deliver webinars, training days and briefings
* To help develop manuals, resources and systems for partners so that people understand and can get involved with our programmes, such as Feast of Fun, Covid Cash Course or Places of Welcome
* To attend meetings with partners and support good communication between them
* To support the development of new external programme partnerships
* To support developing relationships with new and existing funders by inputting into applications/reports
* To help build and contribute to close collaboration between Programmes/Innovation and Partnerships

**Administration**

* To support the Together Network and Near Neighbours reporting, evaluation and quality assurance processes in partnership with Research and Policy colleagues
* To support the maintenance of the Places of Welcome website and database and deal with enquiries
* To support the external communications e.g. social media, blogs, newsletters, websites, in partnership with the Comms Manager and Partnerships Team
* To support other CUF staff as needed, for example the Research and Policy team with projects; assist the fundraising team with key information
* To maintain databases for programmes and projects and our developing networks
* To actively contribute to staff sessions and working groups
* To take minutes of meetings

**Skills and Qualifications**

**Essential:**

* Highly personable, skilled at building trusted, positive relationships
* Ability to support and eventually lead and coordinate meetings, events and training sessions
* Able to liaise with a wide variety of people both internally and externally
* Excellent administrative, organisation and time management skills
* Excellent IT skills with experience in creating digital resources, managing databases as well as proficiency in Microsoft Outlook and Excel
* Strong verbal communication skills
* Resilience and strong personal integrity
* Good research skills
* Ability to write, analyse, develop and summarise complex ideas
* Ability to work well under pressure of deadlines
* Ability to work with initiative, independently and as part of a team
* A good knowledge of faith-based social action, and of community work
* In sympathy with the ethos of Church Urban Fund, and knowledge of faith community engagement and practice
* The ability to travel to visit projects and partners in England

**Desirable:**

* Experience in grassroots projects in the faith or voluntary sector, in a voluntary or paid capacity
* Experience in using website editing software
* Understanding of the UK’s faith communities

**Reporting line and work location**

This role reports into the Director of Partnerships. The office is based in London but there is flexibility around working from home. This can be discussed with the successful candidate. Travel to visit projects or partners in England would be eligible for travel expenses to be paid. Occasional overnight stays may be required from time to time.

Church Urban Fund is an equal opportunities employer, and we seek the best candidate regardless of ethnicity, faith, disability, gender, sexuality, or any other irrelevant factor. We also seek to increase the diversity of our team.

For more information about our work see:

<https://cuf.org.uk>

https://near-neighbours.org.uk

<https://togethernetwork.org.uk/>

<https://www.placesofwelcome.org.uk>

<https://www.justfinancefoundation.org.uk>