

Feltham Convening Partnership (FCP) Associate Job Description & Person Specification

January 2023

Job Details

Feltham Convening Partnership (FCP) Associate

Location: 5th Floor, Axiom House, Feltham TW13 4AU

Salary: £27,000

Contract: Permanent, full-time (40 hours), 52 weeks with 25 days annual leave, NEST pension
Part-time and term-time only will be considered

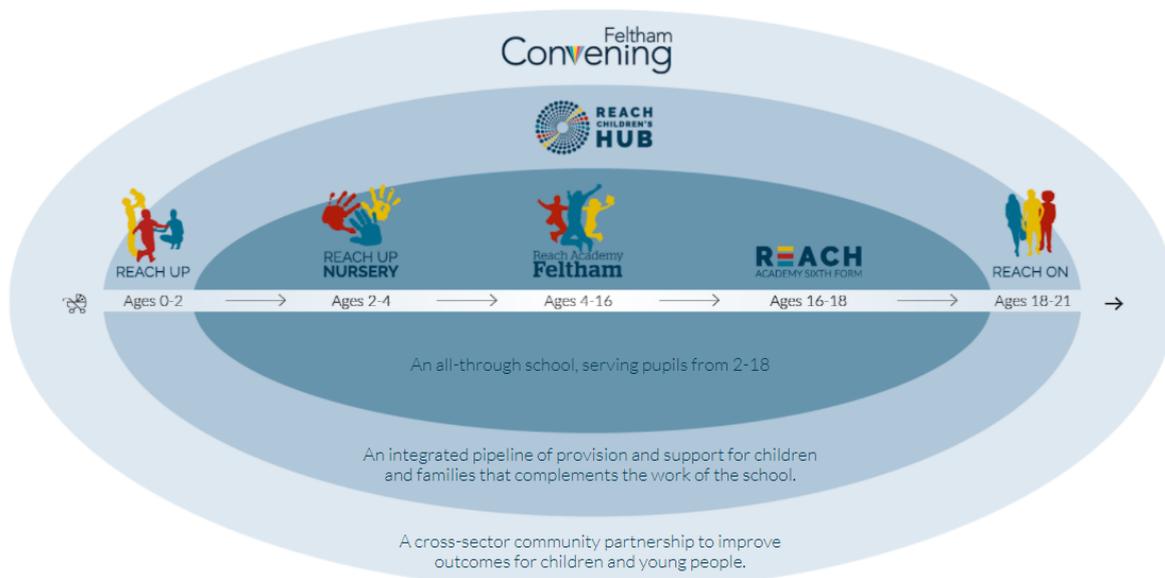
Position reports to: Planning Team Lead, FCP

Start Date: 17th April 2023

Introduction to the Reach Foundation

The Reach Foundation is a charitable organisation providing cradle-to-career support to families in order to ensure every child can enjoy a life of choice and opportunity. The Foundation's activities consist of:

- [Reach Academy Feltham](#), an Outstanding all-through school educating 900 pupils aged 2-18
- The [Reach Children's Hub](#), providing cradle-to-career support and services to parents and their children (aged 0-21+)
- The [Feltham Convening Partnership](#), a collective impact initiative to improve outcomes for children and young people (CYP) across the community
- [Reach Training](#), a series of networks, opportunities and resources to share our learning more widely across the UK.



We believe that every child should be able to live a life of choice and opportunity

The core outcomes we aim to achieve for children and young people:

(based on international research evidence, our local community consultation, and discussion with academic and profession experts from Education, Educational Psychology, Health, Early Years and Social Sciences)



Be safe and well supported

Children and young people are free from harm and know how to keep themselves safe.

They are well-supported at home.



Be healthy

Children and young people are physically, socially and emotionally healthy.



Achieve well academically

Children and young people achieve good academic results and leave school prepared for the next stage.

Families are actively involved in their education.



Build strong relationships and social networks

Children and young people have strong peer and familial relationships and engage positively with their local community.

Job Purpose

The Feltham Convening Partnership (FCP) brings people together to improve outcomes for babies, children and young people in Feltham. Since Jan 2021, using systems change tools and approaches, we have convened **over 80 partners representing 30+ cross-sector institutions** to share information and resources and work collectively, in order to positively influence the lives of local 0-21 year olds and their families.

FCP is supported by a small Planning Team, which was incubated by the Reach Foundation and provides a critical backbone function to the Partnership; one of the [five conditions for success](#) of collective impact work. The Planning Team currently facilitates an executive-level Steering Group and six Working Groups focused on the following priority areas of need:

- Improving Early Years & SEND provision
- Improving Mental Health & Wellbeing support
- Improving Post-16 support
- Developing young leaders

We are seeking a highly motivated, passionate individual to join the Planning Team and increase our capacity to engage more partners, so that we can impact more young people. The Reach Foundation secured long-term funding to support the development of the Partnership and we are entering our 3rd year of an initial 7 year investment from the Mohn Westlake Foundation, so this is an exciting opportunity to join the project at a key stage in its evolution. We have established a clear vision, values and theory of change; a cross-sector, cradle-to-career network of relationships; project infrastructure, systems and training; an evaluation strategy (led by Kingston University) and data collection; and programmatic pilots across a range of priority areas. This has meant we are now seeing progress against our intermediate outcomes, however we are aware that there is much more we could be doing and are looking to grow the Planning Team's capacity, in particular in the following areas:

- Administration
- Relationships
- Communications
- Stakeholder engagement - individual, community and institutional
- Data collection

Key Responsibilities

The work of the Planning Team is wide-ranging and varied, which is what makes it so interesting! We are inspired by [Strive Together](#) in the US and continue to learn and train with experts such as the [Tamarack Institute](#), [Wasafiri Consulting](#) and [Citizens UK](#). Everything we do is underpinned by our core values: inclusion, shared vulnerability, commitment to the local community and equality.

Members of the Planning Team hold specific responsibilities and have ownership over different aspects of the work, however it is very much a collective endeavour; we work together to ensure we are delivering the best outcomes, doing whatever it takes and supporting each other fully. Therefore the responsibilities listed below are intended to be illustrative, not exhaustive and should be read as such.

The FCP Associate's responsibilities will be:

- To promote and represent the Feltham Convening Partnership's mission, core values and ways of working
- To establish new relationships with individuals from across the community, including young people, parents, professionals and residents
- To signpost people to the relevant FCP Groups and ensure ongoing engagement
- To communicate the work of the Partnership, using a variety of methods (social media, newsletters, events)
- To support Working Group meetings with administration (agendas, resources, minutes)
- To collect and maintain up-to-date partner information on our database

You will also be expected to:

- Fulfil your role in-line with the vision, values and principles of the Feltham Convening Partnership and the employer partner, the Reach Foundation, in order to ensure children and young people can enjoy lives of choice and opportunity;
- Collaborate effectively with staff across the Foundation (Multi Academy Trust, Reach Children's Hub, Reach Training) to agree participation targets where appropriate, manage resources effectively and deliver support in-line with their priorities;
- Work in partnership with external individuals and institutions, as directed by the Foundation's leadership team;
- Adopt community organising principles, in-line with our membership with [Citizens UK](#):
 - Listen, so that we always put people before programmes
 - Build leadership capacity across the community
 - Empower people, by never doing for others what they can do for themselves;
- Work in accordance with the Reach Foundation's Equal Opportunities policy and in compliance with all other policies; and
- Work 40 hours a week and observe core hours, with any additional days or evening meetings being agreed in advance with your line manager.
- Undertake any other duties as required.

Person Specification

Whilst the core, day-to-day functions of this role will be primarily administrative, we want to emphasise that this is by no means a 'typical' administrative role! The ideal candidate will be passionate about working with people of all ages; able to build and sustain good relationships; proactive, creative and highly motivated to make a difference in the local community. As part of the Planning Team, you will have access to training and career development opportunities both through FCP and also the wider work of the Reach Foundation, as appropriate and relevant to your interests.

The Reach Foundation and Feltham Convening Partnership team are committed to ensuring our workforce is reflective of our diverse community and is therefore committed to increasing representation of staff from global majority ethnic backgrounds.

We are looking for the following essential and desired personal qualities:

Essential

- Qualified to work in the UK
- Good standard of proficiency in English and in IT (e.g. ability to use Microsoft Office software)
- Excellent ability to build relationships with a wide range of people
- Good organisational and communication skills
- Passion for supporting babies, children, young people and families to flourish
- Ability to work both in a team and independently
- An understanding of safeguarding principles when working with young people

Desirable

- Experience of working with babies, children, young people and/or parents
- Experience of working on initiatives that require a wide range of individuals and institutions to work together
- Administrative and communications experience
- Ability to think innovatively and creatively
- Strong academic record

More info **Apply Now**

Please complete an online [application form](#). Prospective applicants are encouraged to contact Mei Lim if you have any questions: mei.lim@reachfoundation.org.uk

The deadline for applications is **Friday 17th February**. There will be a 2-stage selection process. Applicants will be shortlisted and invited to attend an interview on **Monday 27th February**. There will be a 2nd shortlist following interviews, with candidates invited to attend a discussion with FCP's Young Leaders on **Wednesday 1st March between 12-2pm**.

More information on the Reach Foundation can be found on our [website](#).

Glossary of key terms and common acronyms

We are conscious that this kind of collective impact project is a new idea for many people, and we're aware that there are terms and concepts we've used in this document which may also be new to people. Below is a list of key terms with short definitions. We always aim to be as clear and plain-speaking as possible, so do let us know if there's a term or concept we use that you need more clarity on.

Collective impact: The goal of the Feltham Convening Partnership is to bring together partners who can achieve collective impact. This doesn't mean just adding together the impact achieved by their separate activities, it means working together with shared aims to achieve specific goals collectively, with each organisation playing the part they are best-positioned to play.

Data: By "data" we mean the full range of available information and insight that could be available to us: not just statistics or other forms of numerical information, but also insights into the lived experiences of local people.

Cradle-to-career: A key part of the project is to consider the journey of local children and young people from cradle (pregnancy/birth) to career (post-16/adulthood).

Cross-sector partnership: The goal of the partnership is to bring together organisations and leaders from various different sectors (e.g. health and education and social care), to help them to develop a common language and a shared vision, and to deliver on it together. Building strong relationships between people from different sectors, and enabling them to work together effectively in partnership is a core part of the project.

Priority areas: These are the specific things/themes that the partners agree to focus on to improve children and young people's lives, which are decided upon after looking at data and listening to the community e.g. improving post-16 opportunities and outcomes.

Project partners/the partnership: A general term used to describe everyone involved in the project as a collective. This could be individual members of the community (e.g. a local resident) or an institution(e.g. a local school).

Systems change: The goal of this project is not just to introduce new initiatives, or to change existing activities. The goal is to change how the local system of organisations and activities operates in order to achieve better outcomes for children, young people and families. The process of trying to alter the system in this way is referred to as "systems change."