Job Description: Provision & Partnership Lead - Lincolnshire

- **Maternity Cover – Full 12-month contract (one-year full year fixed term contract)**
- **Part Time: 3 days a week (21 - 22.5 hours per week)**
- **Location: Hybrid - 2 days in Lincolnshire, 1 day at our Leicester HQ**
- **Salary: £29,913 FTE**
- **Essential: Must be based in the Lincolnshire area and have use of a car**
- **Start Date: May 2026**

Core Purpose:

- Lead and manage all planned provision across Lincolnshire, ensuring high-quality delivery and maximum impact.
- Drive, grow and cultivate school partnerships and engagement across the Lincolnshire region
- Oversee our new 'Time Away as a Family' Programme, creating exciting, meaningful experiences for families in Lincolnshire.
- Champion and expand our School Uniform Project within your region, ensuring families can easily access vital support.
- Represent LCH Charity with confidence, warmth, and professionalism in all communication and delivery.

Specific areas of responsibility and key tasks:

Provision

- To lead on all charity provision across Lincolnshire, ensuring that all programmes reach the children who need them, promoting the projects across schools, supporting the nominations process, placing young people on to programs, prebooking travel and activities, coordinating requirements for our new Family Time Away programme and following up on impact reporting.
- To be the lead for all trips and activities planned, building and managing a team of volunteers/staff, meeting children and parents, planning schedules and ensuring the safety and wellbeing of children and young people in our care.
- To follow all charity policies regarding provision and safeguarding at all times.
- To ensure all schools are actively engaged with our 7 programmes, promoting, communicating and encouraging sign ups.
- To support the CEO with ensuring all provision is outstanding,
- Supporting the Deputy CEO to ensure quality assurance, evaluation and feedback is collected.
- To coordinate all Bridging the Gap provision ensuring items are issued to school partners in a timely manner.
- To create a network of extracurricular providers that supports the Broadening Horizons Project spread over the whole area.
- To support other projects as required as our delivery expands.

Partnerships

- To lead, grow and develop school partners each year.
- To encourage and support schools to take part in our annual colour dash event, supporting the event with assemblies, distribution of materials and rewards and collection of cash.

- To build and nurture relationships with staff in partnership schools so that we are trusted partners.

Other

- To take part in supporting charity events and activities as required.
- Being an active team member when all hands-on deck is required.
- To complete any other reasonable tasks as directed by the CEO

We are looking to find a person that matches the following:

Person Specification

Essential:

- Experience in coordinating programmes for children and young people with the ability to lead trips, ensuring health, safety, and wellbeing.
- Passionate about improving outcomes for children with a positive, can-do attitude and a willingness to take on varied tasks.
- Trustworthy, empathetic, and approachable
- Excellent organisational, administration and IT skills.

Desirable:

- Experience of leading small teams and creating a positive team experience.
- Confidence working with school partners and experience of delivering assemblies and other talks.
- Can see solutions with digital tools for communication, scheduling, and documentation.

Due to the nature of the position there will be occasions where work will need to take place outside of the normal working hours, the charity has a flexible working policy to support this type of work, with time off in leiu being provided

LCH is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, evidence of qualifications plus verification of the right to work in the UK.

The charity will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.