

Partnership and Communications Assistant: Children with a Parent in Prison

Responsible to:	Chief Operating Officer
Salary:	£25k pro rata
Probation:	3-month probation period
Working Hours:	5 – 20 hours per week. Normal working hours will be between 9am-5pm Monday to Friday, to be decided with the successful candidate.
Location:	Remote working.
Holidays:	25 days annually pro rata + bank holidays.

Job Summary:

Children Heard and Seen is a charity that supports children and families affected by parental imprisonment. This role will work with the wider team to develop Children Heard and Seen's campaign for a national statutory mechanism to identify and support children with a parent in prison, continue to bring in income for the charity, and raise the profile of the issue of parental imprisonment.

Main Responsibilities:

- Support the Policy and Strategic Communications Officer in drafting policy documents and ministerial briefing papers
- Write and contribute to articles for Children Heard and Seen and external publications to amplify the issue of parental imprisonment
- Produce well researched and evidenced funding bids
- Research, identify and develop a pipeline of new funding opportunities that correspond to the funding needs prioritised by Children Heard and Seen
- Cultivate and consolidate robust relationships with a range of funders including writing evaluation reports to funders
- Develop, implement and drive forward Children Heard and Seen's research plan to strengthen our existing evidence base and evaluate new interventions and approaches.
- Work with academic partners to identify, plan and commission research studies
- Cultivate marketing list and update contacts on organisational updates
- Upload content to Children Heard and Seen's website and social media channels

- Write blogs and collaborate with the wider team to share lived experiences of families that we support.

This list is a summary of the main accountabilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.

Essential Skills:

- Evidence of ability to write concisely and persuasively
- Solid grasp of IT and social media
- Able to think creatively and identify potential funding/partnership opportunities
- Good negotiation, communication and interpersonal skills
- Ability and willingness to work independently and as part of a team
- Honest, punctual, reliable and trustworthy
- Ability to prioritise/manage workload in a pressurised environment
- Commitment to making a positive difference to the lives of children and their families impacted by parental imprisonment

This role does not require any specific experience, and would be a perfect fit for a keen and motivated individual with an interest in the criminal justice system.

To apply for this role, please submit your CV with an accompanying cover letter. This letter should explain why you are well suited to the role, what your understanding of our organisation's work is, and what you hope to bring to the position.

Applications should be sent to info@childrenheardandseen.co.uk

All staff are subject to an enhanced criminal records check. A previous criminal record does not automatically prevent someone from qualifying for this post. Each case will be assessed on its own merits.