



Partnerships and Projects Coordinator

Candidate Information

**HOME
START**
London



Hello!

We are so pleased that you are interested in working with us. We are excited to tell you more about Home-Start and the role.

Home-Start is here to ensure that no parent or carer feels alone as they seek to give their children the best possible start in life. Through our distinctive offer of volunteer-led home visiting support, we provide emotional and practical support to parents and carers with young children facing challenges such as isolation, mental health difficulties and poverty.

At the heart of Home-Start is an incredible network of 180 charities supporting over 58,000 families every year in communities across the UK. We are a powerful combination of local and regional charities close to the needs of communities alongside a national voice led by Home-Start UK. You can read our strategy [here](#).

Home-Start London

London is a uniquely challenging place to bring up a young family. It has the highest housing and childcare costs nationally and some of the deepest levels of child poverty. Last year, Home-Start supported over 6,200 London families. But there are many more families that need our support.

Home-Start London is an independent charity that connects and strengthens the 16 local Home-Starts in the capital so that together we can support more children and families. Our work focuses on securing funding and partnerships, facilitating shared learning and more coordinated services, and amplifying the voices of vulnerable families in London.

We are a small but mighty team supporting a brilliant network with a big ambition: to ensure that no parent in London with a young family feels alone. Join us!





The Role

In this busy and varied role, you will play a central part in driving collaborative initiatives across our vibrant network of local Home-Starts in London. Working closely with Home-Start staff, volunteers and trustees to actively seek out, develop and manage new partnerships with corporates, trusts and foundations, and major donors that generate income to support and extend Home-Start services in the capital. Your professional development and growth will be well supported.

To thrive in this role you will be an excellent relationship builder, skilled fundraiser, and strong project manager. Confidence in engaging and inspiring a diverse range of stakeholders is key, as is a passion for Home-Start’s mission to ensure every child has the best start in life. While you enjoy collaborative work, you will also be happy working independently under your own initiative.

The benefits of working for Home-Start London

Flexibility in working pattern	Remote working	25 days annual leave plus bank holidays
5% employer pension contribution	Ongoing training and development	Employee Assistance Programme





Job Description

Job Title: Partnerships and Projects Coordinator

Reports to: Director

Contract: Permanent

Location: Home-based with regular travel in London

Hours: 3 days per week (21 hours). Hours can be worked flexibly.

Salary: £35,570 (pro rata)

Key duties and responsibilities

- Proactively seek out, develop and manage new partnerships, generating income to support and extend Home-Start services
- Support the Operations Coordinator to manage existing consortia projects, ensuring quality and meeting targets
- Deliver timely reporting for internal and external stakeholders
- Lead on planning and delivery of network events, showcasing Home-Start's work and impact for children and families
- Regularly engage with local Home-Start teams, from co-designing new projects to providing training and support with local fundraising efforts
- Work with HSL's Communications Lead and local Home-Start teams to develop external communications that showcase Home-Start's work, including content for website and socials
- Ensure compliance with partnership governance procedures, funding agreements, and internal policy
- Maintain accurate record keeping for all partnerships and projects
- Provide administrative support to the team, supporting efficient operations
- Manage volunteers as required, ensuring that they are happy, effective and well supported
- Any other duties that may be reasonably requested of the postholder





Person Specification

Knowledge, skills and experience

Essential

- Proven track record of successfully initiating, developing and managing new partnerships with corporates, trusts and foundations, and/or major donors
- Experience of delivering engaging presentations and pitches to diverse audiences, including external partners
- Proven ability to plan, develop, and manage projects and budgets, including the creation and monitoring of comprehensive work plans, with excellent attention to detail
- Experience producing timely, high-quality reports for funders
- Excellent interpersonal skills, with the ability to develop effective relationships with a range of internal and external stakeholders
- Strong written and verbal communication skills
- Strong administrative skills, including maintaining accurate records and supporting operational processes
- Proactive, solution-focused and adaptable, able to embrace new challenges and changing priorities effectively
- Passionate about Home-Start's mission to ensure every child has the best start in life
- Confident in using MS Office, including Excel
- Commitment to, and understanding of, safeguarding, equal opportunities and maintaining confidentiality

Desirable

- An understanding of the small charity sector, including funding landscape (knowledge of and networks in London an advantage)
- Knowledge of /experience in early years and family support services





Inclusion matters

At Home-Start London, we believe that equality, diversity, and inclusion are fundamental to achieving our purpose.

We are committed to fostering an inclusive environment where everyone, regardless of background, identity, or circumstance, can thrive, contribute, and feel valued. We encourage applications from all parts of the community irrespective of gender, race, colour, age, sexual orientation or disability. Appointments will be based on merit, following an open and fair selection process.

Don't meet every single requirement? Who does? If you're excited about this role but your experience doesn't align perfectly, we'd love you to apply anyway. If you would like to have a confidential conversation about the role and/or how we can make the recruitment process more accessible for you please email sian.koskela@home-startlondon.org.

How to apply

Please email your CV and cover letter (no more than two pages) to sian.koskela@home-startlondon.org. In your cover letter please outline your interest in the role and how your knowledge, skills and experience align with the person specification.

Open for applications Monday 18th August.

Applications closing date is Sunday 14th September.

Interviews will be held during w/c 22nd September

