



**Tender
Application Pack
Programme Manager (West)**

March 2025



About Tender

Thank you for your interest in this role. Tender is an arts charity working with children and young people to prevent domestic abuse and sexual violence through creative projects. Our programmes are safe, enjoyable, age-appropriate spaces where young people can engage with sensitive topics and “rehearse” for real-life scenarios. Participants are encouraged to be both consumers and producers of learning through script-work, role-play and creative media such as films and art. Throughout, we enable young people to explore their choices, rights and expectations in relationships and to recognise the early warning signs of abuse.

Since 2003, Tender’s work has grown and diversified from a single workshop programme delivered to schools, into a broader range of programmes reaching both children and young people, and professionals with a safeguarding responsibility such as teachers, youth workers, social care workers and foster carers. Tender’s programmes include Healthy Relationships projects delivered across London and national hubs, projects delivered using online resources and technology, specialist projects for children and young people who face particular barriers to recognising or accessing support for abuse, whole school and whole setting approaches, and training for professionals.

In primary schools, we build strong foundations through exploring healthy friendships and family relationships. We develop these skills further in secondary schools and youth settings, where we focus on healthy intimate and romantic relationships. We provide training and resources to university student unions, societies and students. Across all settings, we provide training and resources for professionals working with young people to support them in preventing abuse. We also provide training for workplaces to address a range of issues, such as bullying and harassment, and promote healthy workplaces.

Tender’s mission is informed by continued evidence that domestic and sexual violence are highly prevalent issues in young people’s lives. 16-25-year-olds are widely recognised as the age group most likely to experience an abusive relationship (SafeLives, 2019) and estimated 2.4 million people aged 16-74 years in the UK suffered some form of domestic abuse between 2018-2019: 1.6 million female victims and 786,000 male victims (ONS, 2019).

Domestic abuse happens across all socio-economic groups, meaning it can be experienced by anyone. With a mandatory statutory Relationships, Sex and Health Education curriculum only just coming into play, young people aren’t receiving the consistent support they need to navigate this risk. There is therefore a vital need for age-appropriate education around these issues from an early age.

As a result of our programmes: 93% of young people now understand it is never okay to be violent to someone, 99% of young people can name at least one early warning sign of an unhealthy relationship, and 96% have more knowledge about where to seek support for relationship abuse.



About the role

Tender started working in Bath and North-East Somerset in 2018 and has since gone from strength to strength, developing strong, long-term relationships with schools and funders across the region.

In April 2023, we started implementing a new 3-year strategy across Tender, and in the West of England we anticipate a continuing growth in demand for our work from schools and other settings. As the Programme Manager (West), you will play a key role in the growth and implementation of the work across the region. You will also be a key member of the wider national team, with opportunities to work collaboratively with colleagues across the country.

In this role, you will also be part of the Tender team delivering an innovative whole setting approach programme, RE:SET. RE:SET is an online toolkit to support local primary, secondary and specialist schools to explore, adapt and reset their existing relationships education across the whole school. It supports schools to promote healthy, equal and respectful relationships and become Healthy Relationships Champion Schools.

Success in this role would mean that, after six months you will have:

- Successfully established good working relationships with schools and settings in Avon and Somerset, particularly in the RE:SET school
- Successfully managed the delivery of projects to both young people and adults in settings across the region
- Supported and worked flexibly with the Head of Children and Young People's Services and other colleagues to ensure the high quality and continued improvement of our work and recommend evidence-based improvements
- Used Tender's data management systems, such as Microsoft 365 and Salesforce, confidently and in line with Tender's policies

Please see the "Guidance Notes for Applicants" section at the end of this pack for full details of how to apply. We ask for a copy of your CV and a 1 - 2 page supporting statement. We are happy to consider alternative application formats, such as video applications. Please get in touch with Trupti Reddy (trupti@tender.org.uk) if you would like to apply in another format.



JOB DESCRIPTION PROGRAMME MANAGER (WEST)

Role Purpose

The main purposes of the Programme Manager (West) role are:

- Managing the delivery of Tender's educational projects with groups of children and young people in all schools and youth settings in the West of England ("West", meaning primarily Avon & Somerset but with the opportunity for the Programme Manager to identify other areas in the West of England in which Tender could deliver its programmes)
- Managing all aspects of the development of new arts-based, abuse-prevention programmes, from creating an idea, to testing, piloting and rolling it out, in collaboration with colleagues and partners
- Managing the monitoring, evaluation, and reporting of Tender's programmes in the West and maintaining a consistent level of quality across all projects
- Managing and maintaining partnerships and working with the Director of Services and Head of Children and Young People's Services to manage relationships with funders, delivery partners, workshop leaders and professionals within the sector
- Leading the development of Tender's programmes with groups of children and young people in all schools and youth settings in the West, particularly specialist provision projects
- Managing the budgets of programmes in the West
- Mentoring staff at schools to deliver a bespoke programme of activity across whole educational settings, and designing and delivering workshops to adults and young people (RE:SET)

Main Responsibilities and Duties

Programme Management

- Managing the development and delivery of Tender's educational programmes with groups of children and young people in all schools and youth settings in the West, on time and within budget, in accordance with agreed programme plans and governance arrangements
- Expanding Tender's network by establishing new contacts with Local Authority specialists, domestic violence coordinators, Personal Social Health Education coordinators, and Relationship Education coordinators
- Managing the monitoring and evaluation of programmes in the West to demonstrate their impact, identify gaps in provision and ensure consistently high-quality delivery of programmes
- Working with the Head of Curriculum and Growth, the Communications Manager and other Tender managers to ensure the consistent tone and positioning of Tender in the implementation of marketing of all projects
- Working with the Head of Curriculum and Growth to ensure effective quality assurance and the overall integrity of projects in the West
- Planning, delivering and evaluating whole school approach projects in mainstream primary, secondary, or 6th form educational settings to ensure each setting achieves the status of Healthy Relationship Champion Setting (RE:SET)



Relationships

- Building wide-ranging and positive relationships with settings, funders, partner organisations, and external agencies to ensure that programme elements are relevant, and accessible to, a wide range of beneficiaries
- Working with the Director of Services and Head of Children and Young People's Services maintaining relationships with funders which engage Tender to deliver projects in the West, creating reports and delivering effective stewardship to develop long-term relationships
- Being a reliable and supportive lead contact for assigned RE:SET settings and a reliable and supportive voice for the setting's project delivery team
- Supporting the Head of Curriculum and Growth in the recruitment, training and management of workshop leaders, ensuring that they are equipped with the skills and knowledge required for project delivery
- Managing facilitators in the West, promoting a collaborative and positive team dynamic that supports staff wellbeing, high morale and excellent performance

Development

- Supporting the Head of Children and Young People's Services to develop strategies and programmes for new projects, including identifying and engaging new settings, creating resources, developing proposals and supporting with the Development team to negotiate projects and funding
- Leading the development of Tender's educational projects, with groups of children and young people, working with the Head of Curriculum and Growth and other managers
- Actively participating in staff meetings, session evaluations, supervision/reviews and planning sessions, and in Tender's overall development
- Working with the Governance team to improve operational effectiveness and quality service by identifying and implementing process improvements

Administration

- Completing all mandatory training, and proactively seeking opportunities for ongoing professional development
- Monitoring and managing budgets for projects delivered in the West, within the parameters agreed from time to time with the Finance Director
- Ensuring that all policies and procedures are followed by the Projects Coordinator and facilitators in the West, including safeguarding, data protection and equal opportunities
- Working as a member of the Tender team and carrying out other duties that may be required to meet the needs of the organisation
- Undertaking any other reasonable duties commensurate with the grade and competencies required of the post requested by the line management

Person specification

Qualifications	Essential / Desirable	Assessed in the application (A) or interview (I)
Level 3 qualification in developing and delivering domestic violence training, or equivalent experience and a willingness to undertake the Level 3 training	D	A
Knowledge		
Knowledge of the violence against women and girls (VAWG) sector and current and developing policy and practice in preventing VAWG	E	A, I
Knowledge of schools, alternative education settings, SEND schools and youth settings, with an understanding of the statutory requirements under the Relationships, Sex and Health Education curriculum	E	A, I
Knowledge of using creative approaches and applied theatre, drama or arts-based methods to engage participants in issues-based educational workshops	E	A, I
Proficiency in office software, including Word, Excel, PowerPoint	E	A
Proficiency in Salesforce	D	A
Experience		
Experience of managing and delivering projects in the VAWG sector, preferably in educational settings, or in schools	E	A, I
Experience of delivering training to adults	D	A, I
Experience of monitoring and evaluation in youth settings or arts settings	D	A, I
Experience of building and maintaining successful relationships with a diverse range of partners across corporate, public, and third sectors	E	A, I
Experience in successfully managing a diverse team, both in person and remotely	D	A, I
Experience of monitoring budgets	D	I
Skills and behaviours		
Ability to develop new projects, create resources, and write and talk about Tender and our work with people from different backgrounds and at external events	E	A, I
Able to form sound, evidence-based decisions and take personal responsibility for actions	E	I



Planning and organising skills: thinking ahead, managing time, priorities and risks, working independently and developing structured and efficient approaches to deliver work on time and to a high standard	E	I
Ability to solve problems, working flexibly and collaboratively	E	I
Willing to develop and acquire new knowledge, skills and experience	E	I
Commitment to safeguarding and equal opportunities	E	I

Summary of terms and conditions

Title	Programme Manager (West)
Department	Schools & Youth Settings – West
Reporting to	Head of Children and Young People’s Services
Responsible for	Projects Coordinator, freelance facilitators
Contract	Permanent
Salary	£36,000 pa pro rata. Please note, our salaries are fixed to counter inequity, and we do not negotiate at offer stage.
Hours	2.5 days/week (with the possibility to extend to 3 days/week)
Place of work	Avon & Somerset – we work very flexibly and do not have an office in West England. However, you will be expected to travel to settings in Avon & Somerset, so being based locally is an advantage
Benefits	25 days holiday pa (pro rata) plus public holidays Employer contribution to pension Employee assistance programme Flexible working



GUIDANCE NOTES FOR APPLICANTS

Application process and key dates

Please submit your CV, including education, qualifications, and full employment history and any other relevant experience showing responsibilities and relevant achievements. Please also submit a 1 – 2 page supporting statement that demonstrates how you meet the criteria in the person specification. Both documents can be submitted using our recruitment portal for the [Programme Manager \(West\)](#) role.

If you need this information or any of our job application forms in an alternative format, please contact us by email at home@tender.org.uk or by phone, on 0207 697 4277. We are happy to receive applications in alternative formats. If you would like to have an informal conversation about the role before applying, Daisy Douglas, currently the Programme Manager (West) would be happy to speak to you. You can contact Daisy at daisy@tender.org.uk.

Closing date for applications:	Thursday 27 March 2025, 11.59pm
Shortlisting:	W/c 31 March 2025
First round interviews:	W/c 7 April 2025
Final interviews:	W/c 14 April 2025
Start date:	ASAP

Tender does not pay for interview travel expenses. However, we may reimburse candidates on job seeker allowance for reasonable travel expenses up to a maximum of £15 to attend an interview if prior authorisation has been obtained.

Due to the volume of applications we receive, we are unable to provide candidates with feedback about their applications. We will provide feedback to any candidates shortlisted for interview.

Writing your supporting statement

The supporting statement plays a key part of our recruitment and selection process. We use the information you provide to decide whether or not to invite you for an interview. It is important that you complete the supporting statement as fully and accurately as possible, ensuring that you give specific examples which demonstrate how you meet the essential and desirable criteria for the role for which you are applying. Incomplete applications are unlikely to pass shortlisting.

The supporting statement is intended to allow you to provide evidence of your experience, knowledge, skills and abilities that are relevant to the role as described in the role profile. Selection is based on the evidence you provide against the requirements of the role as set out in the person specification. It is important that you tailor your response to clearly demonstrate how you meet each requirement. No assumptions will be made about your achievements and abilities.



Please provide examples of past experience that clearly demonstrate what we are looking for, and be precise about what you did, how you did it and the outcome or results of your actions. A useful guide is the STAR method:

- **Specific:** give a specific example
- **Task:** briefly describe the task/objective/problem
- **Action:** tell us what you did
- **Results:** describe what results were achieved

Please provide examples from work experience, or from other aspects of your life such as voluntary work, school or college work, or family/home responsibilities.

Equality opportunities

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to Tender's performance and to develop a culture that positively values diversity. We are committed, to achieving and maintaining a workforce that broadly reflects the local communities in which we operate.

If you have the right skills for the job, we want to hear from you. We welcome applications from people from all backgrounds and with all different kinds of life experiences, including those who have had breaks in their careers for any reason.

We particularly welcome applications from male-identifying candidates and candidates from a Black, Asian or other minority ethnic background as they are currently under-represented within Tender. We have made a positive commitment to employ disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in the role profile and person specification. If you wish you apply for consideration under the guaranteed interview scheme, please note this in your supporting statement.

We ask applicants to complete an [equal opportunities monitoring form](#). This is voluntary, but the information we ask for goes towards helping us ensure we are an inclusive employer by monitoring diversity in the workplace. This form will not be seen by anyone involved in reviewing applications or interviewing candidates. We will only use your information for the purposes specified on the form and detailed in our Privacy Notice (available on our website).

Our roles are open to discussion about flexible working, which would include arrangements such as part-time working, formalised flexi time, fixed working hours, working from home and job-sharing subject to business needs.

Please let us know if you require any adjustments to be made to the shortlisting process or to provide any information you wish us to take into account when considering your application. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment at that stage. Please be



assured we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process and, should you be appointed, as part of your employment with us.

Safeguarding

This role is subject to an enhanced disclosure being sought from the Disclosure and Barring Service, and the successful applicant will be required to register with the DBS Update Service. If you already have a DBS certificate, and are registered with the DBS Update Service, please include this information in your application. If you are the successful candidate, we will ask for your permission to access the DBS Update Service and we would also need to view your disclosure certificate.

The successful candidate will be required to provide evidence of entitlement to work in the UK. All job offers are subject to the receipt of two satisfactory references: one of these should be your present or most recent employer, the other could be someone who knows you in a work-related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for.

Data protection

Tender is committed to complying with data protection regulations. We only use your information for the purposes specified on this form and detailed in our Privacy Notice. Please note that your application form will be stored securely, and the information you have provided will not be disclosed to any outside agency unless we are obliged to do so.

Forms from successful applicants will be used as a basis for the personnel record. Forms from unsuccessful applicants will be destroyed after 6 months, with the exception of forms from applicants who have consented for their details to be held on file for future vacancies; these forms will be held for a further 18 months.

Complaints procedure

Any applicant who considers that they have been unfairly treated or discriminated against can contact Trupti Reddy (trupti@tender.org.uk) in writing or by email. Complaints received within one month will be taken seriously and investigated promptly and sensitively by the CEO and COO, who will advise of the outcome. This does not affect your legal rights.