



Partnerships Officer
March 2021

Who We Are

Our Vision...

Our vision is of a west London community where all children and young people have access to the support they need to enable them to overcome challenges and achieve their goals.

Our Mission

To bridge the opportunity gap for children and young people in west London through a personalised 2-year programme of support, and a dedicated relationship with a trusted adult, to enable them to overcome challenges, achieve their goals and positively contribute to their community

Our Inspiration

West London Zone was inspired by the Harlem Children's Zone in New York to do 'whatever it takes,' working with children and young people for the long term to transform their lives. We co-developed our collective impact model with our community in west London.

Our Values

Collaborative
Local
Evidence-Led
Accountable
Relational

Our team

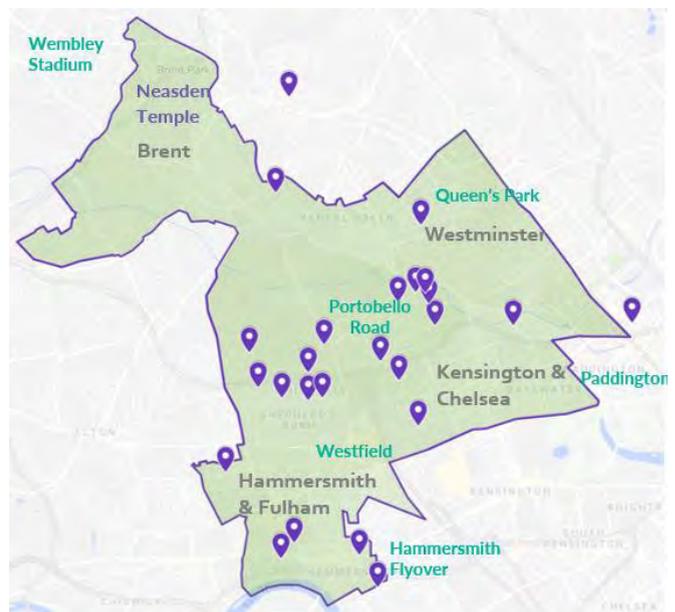
Our team is an enthusiastic, friendly bunch of people who are passionate about helping children in west London. We're committed to diversity and inclusion in our team, and value different approaches, experiences and perspectives knowing that this help us do our jobs better

Our Model

We are an early intervention charity and we ensure that each child we work with gets the right support in the right way at the right time to thrive. We do so by using our unique network of trusted adults - West London Zone Link Workers - who are based in schools and know the children and their families really well, providing regular contact and guidance for them. They design and facilitate each child's 2-year programme with specialist support from over 40 partner charities working locally, so that each child's plan supports their goals, strengths and needs. Each child's 2-year plan consists of a range of possible opportunities and activities: sports, performing arts, counselling, additional tutoring and more, all with the aim of bolstering a child's wellbeing, capability to form relationships, confidence and academic attainment.

WHERE WE ARE

We work in 29 schools across west London.



“Before I start going to my Link Worker, I was always fighting, messing about, but ever since I started I’ve been concentrating more on my lessons, and she’s really good at getting people on the right path”

WLZ Child



"I love my job because I'm able to support young people who might otherwise go under the radar. I get to help them overcome challenges and support them to believe they can achieve more. It's so rewarding! "

Link Worker

"The communication and relationship with the Link Workers is very valuable and allows us to best prepare for the support we deliver with the young people."

Delivery Partner



How We Are Doing

We measure each child's progress against the following outcome areas to ensure they are on track with their programme. We aim for children to improve across all areas according to their individual needs at the start. In summer 2019, our second cohort of children finished their two-year WLZ programme. The following pie charts show that around 80% of children improved in their wellbeing and 60% improved on academic measures. The continual refinements we are making to our programme are achieving better and better outcomes for children, and are helping them to improve their wellbeing.

Percentage of children previously 'at risk' in each outcome area who improved in that area



CASE STUDY - MILLY

The following shows what this meant for Milly. She started the programme with a range of interconnected needs, which her Link Worker Eleanor helped her tackle. Eleanor's proactivity in building a relationship with Milly really made the difference with Milly's engagement with support.

At risk of emotional wellbeing issues



Link Worker Eleanor and Partner support

Emotional wellbeing improved from 17 to 11 SDQ

Very low attendance at school: 55%



School attendance increased to 95.3%

English skills below what's expected for her age



English skills at level expected for her age

Low motivation and lack of confidence



Enjoying school, learnt to ride a bike and other new skills

Milly, age 11 after her 2-year WLZ programme





Our Strategy

We estimate that 12,000 children and young people in our Zone are 'off track' and need help to get on track to flourish in adulthood. Many of these children and young people are hidden in average school, ward and borough level statistics in our area, which is one of the most unequal in the country. We have developed a way of finding them and engaging them in our support.

We have big ambitions for our community around the Harrow road in north Hammersmith, north Kensington, north Westminster and south Brent and we are starting to fulfil them. We are getting strong results and are growing steadily each year as we prove our model works and raise more funds.

Ours is an intensive long-term programme. We work with each child for at least two years. So far 1,000 children have completed their two-year WLZ programme and by 2023 we aim for 3,000 children to have completed theirs.

In this current academic year 2020/21 we have 1001 children active on the programme in 29 schools in the four boroughs. By 2022/23 our goal is to have 1,300 children active on the programme in 50 schools. We need to get deep in our place to achieve our aims.

We hope to transform one child's life at a time, and as we enable the children to achieve the outcomes we all aspire to, we are evaluating our wider impact on our place, to determine how many of the 12,000 children at risk in our area we need to support so that the whole community flourishes. Ultimately, our ambition is that our model is replicated in other urban areas in the future.

Role Description

Title:	Partnerships Officer
Salary:	£22,000 - £27,000 depending on experience
Location:	Head Office, Freston Road W10 6TR - And traveling to and from schools in the Zone (Home Working During C19 lockdown, depending on Government Guidelines)
Reports to:	Partnerships Manager (initially Head of Partnerships)
Contract:	Full Time
Member of:	4 people Partnerships Team
Annual leave:	25 days per leave year plus 3 days between Christmas and New Year and 8 UK Bank Holidays.

Purpose of the role

The Partnerships Officer will support the smooth running of Partnership delivery by carrying out a range of administrative tasks. This role sits at the centre of a busy and friendly team and they have a key part to play in supporting their colleagues in reporting to deadlines, keeping CRM and other online systems up to date, and maintaining positive stakeholder relationships through regular partner communications. With the opportunity to grow and develop first-hand experience in supporting project management, managing events and working across the organisation this is an ideal role for someone who is keen to join a team at a time of ambitious organisational growth.

" West London Zone has worked at a level it is impossible for teachers to work at"

**Oli Knight, Executive Head, Phoenix Academy
in the Guardian, August 2018**

Responsibilities

Role Summary

- Supports with Delivery Partner Salesforce systems administration
- Work on the Partner contracting system administration, including data entry and managing the use of the Docusign platform
- Leads on the administration of the Partner quality assurance framework including communications with Link Workers, Delivery Managers and Partners
- Support Head of Partnerships with quantitative and qualitative data required for reporting (schools, development, stakeholders)
- Work collaboratively with colleagues across the organisation, including Impact and Link Work team on Partnership mobilisation and quality assurance
- Support the setting up of partner review meetings and in-school learning groups, minutes and actions
- Work with partners on reminders for attendance and monitoring data
- Support the administration of the “Evolve” online system for planning trips and visits
- Keep Partnerships Team written products up to date including the Partnership Handbook, Partner Summaries and WLZ website information
- Generate Partner communications, including newsletters and surveys
- Support the Partnerships Manager with organising community events and partner learning groups, including monitoring invitations and supporting with logistics
- Help with online research into possible new partnership opportunities based on key growth areas identified by the Head of Partnerships
- Other administrative tasks to support the effective delivery of the Partnership Team’s objectives

Person Specification

Essential Experience (from professional or voluntary experience)

- Fluent written and spoken English
- Some experience of supporting project / programme / event management
- Some experience of leading administrative tasks in a project or delivery environment
- Excellent understanding of Microsoft Word, Powerpoint and e-mail
- A good eye for detail
- Experience of working to support team-members
- Share the passion and drive of the WLZ team to bring about a new system of support for children and young people in West London
- Self-starting, solutions-focused and willing to 'roll-up sleeves' in a small team
- Flexible and adaptable to changing landscape and evolving organization
- Able to prioritise time
- Ready to work in a high performance, data-driven culture

Desirable

- Experience working with CRM systems (Salesforce preferred)
- Understanding of Microsoft Excel
- A connection with West London and knowledge of the local services and opportunities available
- Knowledge of diversity, equality and inclusion

Values

- Understanding of WLZ values and how these should be applied in our work

Equality and Diversity

West London Zone is proud to be an Equal Opportunity Employer. We celebrate, we support, and we thrive on equality and diversity for the benefit of our employees, our partners, and the communities that we work with.

Our Values

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How To Apply

To apply, please read our Safer Recruitment Policy which you will find the link to the PDF on the job description on WLZ's website and then complete the Application Form. CVs will not be accepted. Please send completed applications by email to recruitment@westlondonzone.org

Please ensure that the first part of your application form, which requests information on your education and employment history, is fully completed.

Your supporting statement in the application form should then provide us with information regarding your fit for the job as summarised in the person specification.

Should you be invited to interview with the WLZ team, we will ask questions to determine your fit with the WLZ competencies, values and job responsibilities.

Recruitment Timetable

Deadline for applications: 11:30pm on Monday 19th April 2021

Interviews with West London Zone: 26th and 27th April 2021

Interviews would be via video call.

These details may be subject to change and applicants will be advised in advance.

Shortlisting

If you have not been contacted by 5:00pm on Wednesday 21st April 2021, you have not been shortlisted.

Due to the expected volume of applications, we regret that only shortlisted candidates will receive a direct reply.



The logo for West London Zone is a green circle with the text "WEST LONDON ZONE" inside. It is surrounded by several small, colorful geometric shapes (a purple triangle, a red circle, a green square, and an orange circle) connected by dotted lines.

WEST
LONDON
ZONE

A woman in a light blue sleeveless top and dark blue jeans stands on the left, holding a colorful hula hoop. A young boy in a white shirt and dark trousers is in the middle of jumping over the hula hoop. They are in an outdoor area with green artificial turf, a black metal fence, and trees in the background.

“ We need more brave ventures
like West London Zone to
prevent there being many more
[young people left behind]. ”

Jenni Russell in The Times, April 2018