

Recruitment Pack

Partnership Coordinator



Challenge Partners

partnershipsteam@challengepartners.org
020 7803 4970

Oxford House
49 Oxford Road
London
N4 3EY

Charity Number: 1149266
Company Registered Number: 08048330
Registered in England and Wales

About Challenge Partners

Challenge Partners is a national partnership of schools and trusts who believe the best way to reduce educational inequality and enhance the life chances of children is through collaboration, challenge and leadership development. We work together to ensure every school community can benefit from the combined wisdom of the education system.

Our national partnership currently reaches more than 420,000 pupils in over 440 schools and 90 trusts across the country. All fervently believe that working together is the best way to reduce educational inequality and increase the life chances of all children.

School leadership plays a significant role in pupil outcomes, and our practitioner-led programmes and networks offer unique continuing professional development (CPD) for leaders at all levels - from classroom teachers to CEOs.

And our approach works; pupils in our schools consistently achieve more and progress faster than national averages, despite serving a higher proportion of disadvantaged pupils. Inspection and peer review outcomes demonstrate how long-term participation in Challenge Partners leads to sustained improvements over time.

By rapidly sharing innovative practices across the country, we ensure that the most effective support reaches the children who need it most.

You can read our 5-year strategy [here](#) and our latest impact report [here](#).

Working at Challenge Partners

At Challenge Partners, we invest in our people to ensure they feel valued, supported and inspired to make a real impact on the life chances of children.

Our culture is built on our six core values: excellence, collaboration, innovation, equity, challenge and courageous leadership. We are committed to cultivating a workplace that promotes professional development, where everyone has the opportunity to take on new challenges and contribute to reducing educational inequality through meaningful work.

As a small but effective team with big ambitions, we offer the chance to work across the organisation and collaborate with senior leaders and practitioners - creating an environment where ideas are shared and progress is driven collectively.

Listening to and learning from our staff is important to us and we are passionate about championing diversity, equity and inclusion to create a positive workplace where every individual feels a true sense of belonging and is encouraged to bring their authentic selves to work.

Staff Benefits

Work-life balance

- Blended working with two in-office days (Tuesday to Thursday) during term time as per our current Ways of Working policy
- Flexibility to work from home during school holidays
- Extended leave policy (for travel, study, personal development etc.) after 3 years of service

Annual leave

- 33 days of annual leave (inclusive of bank holidays)
- 3 bonus days of annual leave over the Christmas period, as determined by Challenge Partners

Employer pension contributions

- We match up to 5% of your own contributions

Health and wellbeing support

- Confidential 24/7 helpline through our Employee Assistance Programme
- SimplyHealth cash plan (GP, dental, optical, physiotherapy and more)

Training and development

- Access to training programmes, coaching and mentoring
- Opportunities to work closely with senior leaders and practitioners in a small and collaborative team

Family-friendly policies

- Enhanced maternity, paternity, adoption and shared parental leave pay (conditions apply)
- Compassionate and dependants' leave

Connection and celebration

- A 1-year anniversary gift voucher to celebrate employee contributions
- Half-termly Whole Team Meetings to deepen connections and celebrate achievements across the organisation

"I have worked at Challenge Partners for over five years, in three different roles. It is a wonderful place to work that offers the perfect balance of support and challenge. I am frequently pushed beyond my comfort zone to take on new areas of development, which has helped me to further my career."

Georgina, Partnership Experience Manager (joined 2019)

Partnership Coordinator

Salary: £28,860 per annum (subject to an annual salary review)

Contract: Fixed-term for 12 months (possibility of a contract extension / change to a permanent contract in the future subject to funding and business need)

Start Date: As soon as possible (specific date to be agreed with consideration for your notice period)

Location: This is a blended-working role with two days per week at our office in Finsbury Park (Tuesday-Thursday) during term time and the flexibility to work from home during school holidays. Occasional travel to schools and events will be required.

Working Pattern: 37.5 hours per week. Our core hours are 09:30 - 16:00 from Monday to Friday.

About the Role

The Partnership Coordinator role is varied, offering the chance to develop a wide range of skills. Responsibilities include managing local Hubs, delivering programme and network activities, supporting events and meetings, and participating in recruitment and retention activities.

Working closely with school and trust leaders and Hub Managers, you will need excellent relationship management skills, attention to detail, and a commitment to continuous improvement. Strong evaluation and data management skills would also be an advantage.

This position requires individuals who are self-motivated, organised, detail-focused, and strong communicators.

We are looking for a new colleague to focus on account managing some of our local Hubs, and supporting recruitment and retention of schools and trusts. This would account for about 60-80% of your time. The remaining time will be spent on delivering our programmes and networks, ensuring a great experience for our partner schools, supporting knowledge exchange, and handling general partner queries.

Key Responsibilities

Reporting to the Partnership Experience Manager, the Partnership Coordinator will have the following key areas of responsibility and will be expected to undertake other responsibilities commensurate with the role as requested:

1. Programme and Network Delivery

- Provide year-round support to local Hub Managers to ensure schools receive necessary support.
- Maintain relationships with key stakeholders, including resolving operational issues and escalating as needed.
- Support the planning and delivery of programmes and networks, including scheduling dates, organising training sessions, and other activities.
- Support the organisation and delivery of programme-specific and national events.

2. Partner Relationship Management

- Work with the Challenge Partners Central Team to ensure an excellent experience for partners and help schools maximise their partnership value.
- Support the induction and onboarding of new schools to their Hubs and the National Network of Excellence.
- Troubleshoot and respond to school or trust queries through internal customer care systems.
- Utilise and update our CRM system (Salesforce).

3. Data Management

- Monitor, consolidate and analyse programme, network and Hub data to identify risks and/or trends, providing regular reports and updates to support the continuous improvement of our activities.
- Utilise our CRM system (Salesforce) to build reporting efficiencies.

4. Communications

- Respond to email and phone queries about Challenge Partners, programmes, networks, and Hubs professionally and promptly.
- Collaborate with programme, network, and partnership leads to provide high-quality communications to partner schools, including renewals, induction, onboarding, engagement emails, and Hub updates.
- Play a leading role in the delivery of the half termly Partnership newsletter, using data to evaluate engagement and make further improvements.

5. Recruitment and Retention

- Support year-round recruitment of schools to the Network of Excellence, working with hubs to deliver introductory events.
- Provide updates on schools in your Hub to inform retention campaigns.
- Manage leads and connect new schools with local Hubs.
- Support the tracking of sign-ups throughout the recruitment period, providing regular data updates to the wider team.

6. General Responsibilities

- Champion Challenge Partners' vision, values, and commitment to diversity, equity, and inclusion.
- Take ownership of personal development and actively contribute to team learning.
- Maintain high standards of health, safety, and welfare for yourself and others.
- Attend events and external meetings, which may require travel and occasional overnight stays.

Person Specification

- Excellent organisational skills, with the ability to manage your time effectively.
- Ability to balance competing priorities whilst working across multiple areas of work.
- Excellent written and verbal communication skills, with the ability to deal with people diplomatically and appropriately, building rapport with those at varying levels of seniority.
- Solutions-focused approach to problem-solving, demonstrating the ability to identify issues and develop effective strategies to overcome them.
- Strong data management skills and high computer literacy - confidence and competence in using GSuite, Microsoft programmes and Salesforce (or similar CRM system).
- Confidence in using AI effectively would be an advantage.
- Positivity, optimism and flexibility - we are a small organisation and all staff are expected to contribute across the organisation (and sometimes beyond their specific job role) to ensure our success and sustainability.
- A willingness to learn and give and receive feedback.
- A passion for education, and a desire to make a difference.

How to apply

Please click [here](#) to submit your application on Hireful by **10am on Friday 11 September 2026**. You will be asked to upload your CV and answer four competency and scenario-based application questions.

Interviews will take place **in-person on Tuesday 22 September 2026**, at the Challenge Partners office (Oxford House, 49 Oxford Road, London, N4 3EY). Specific details will be confirmed near time.

Please note that Challenge Partners is not currently able to offer visa sponsorship. We welcome applications from candidates who already have the right to work in the UK.

A note on AI

At Challenge Partners, we are committed to a fair and inclusive recruitment process. We don't use Artificial Intelligence (AI) to assess or shortlist applications - applications are reviewed by members of the team and we use blind shortlisting to mitigate potential bias and ensure all candidates are considered on merit.

We understand that AI tools can be helpful for tasks such as proofreading or structuring your responses. Whilst you might choose to use AI to refine your response, we ask that you complete the application questions drawing on your personal experiences and own insights. This helps us to get an authentic sense of your skills, motivations, and fit for the role.

Please note that applications which appear to rely heavily on AI-generated responses, and do not reflect your own experience or voice, may be discounted.

Authenticity matters to us - we want to hear your voice in your application.

DEI

Challenge Partners is committed to further enhancing diversity, equity and inclusion within our team and we welcome applications from all suitably qualified persons regardless of their race, gender, sex, disability, religion/belief, sexual orientation or age.

Safeguarding

Challenge Partners is committed to safeguarding and promoting the welfare of children, beneficiaries and staff. We expect all employees, consultants and volunteers to share this commitment. All offers of employment or contracts with us are subject to a satisfactory DBS check and references.

"Balancing parenthood and work presents its challenges, but Challenge Partners' supportive environment made the transition after my maternity leave smoother than I expected. I've grown through two roles here, each stretching me and providing valuable training and development opportunities."

Rebecca, National Networks Lead (joined 2019)