

Bolton

Together



**Senior Project Officer  
Children and Families**

**Recruitment Pack**

# A Message from our CEO: Louise McDade



We are proud to work in close partnership with other organisations to support children, young people, and families in Bolton. We are delighted that you are considering being part of this mission and joining our dedicated team. At Bolton Together, we invest in our staff and each team member is given the opportunity to influence what we do.

We are a flexible, responsive organisation, with induction and support in place for each new team member and ongoing support within the role. We look forward to receiving your application to be part of our team.

Good Luck!

## Bolton Together

Bolton Together is the consortium for the voluntary and community sector dedicated to children, young people and families in Bolton. We have 42 member organisations delivering a range of services to diverse families in Bolton. The main programmes that we deliver are IThrive, The Early Years Programme, and Youth Work programmes including the VCSE Family Hub Programme, the Holiday Activity and Food Programme in the school holidays and the Youth Against Violence Project. Our role is to secure and allocate funding to our members and facilitate our members partnership delivery.

<https://bolton-together.org.uk/>

## Katrina Fletcher- Head of Programmes and Partnerships



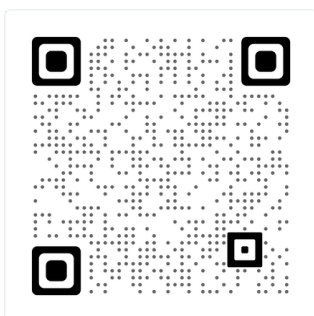
Hi, I'm Katrina, Head of Programmes and Partnerships at Bolton Together. I lead our Early Years Best Start Family Hub Programme, which funds and programme manages 12 VCSE members to deliver vital support to parents, carers, and children across Bolton.

Since it's full roll out in 2023, our providers have supported thousands of families through stay and plays, maternity ward visits, home support, community outreach, and online services covering infant feeding, perinatal mental health, parenting programmes, peer support, multilingual assistance, and more. All our providers are trained in first aid, the importance of breastfeeding, and speech and language development.

At Bolton Together, we're a collaborative, values-driven team. We invest in your growth, value your voice, and ensure your work enables our providers to make a real difference every day.

If you're passionate about the VCSE sector, love enabling impactful support for children and families, and have strong organisational and communication skills, we'd love to have you on board.

Check out our latest Early Years report here: [Bolton Together Early Years Delivery Report Oct-Dec 2025](#)



Scan the QR Code to learn more about our organisation and team.

# Senior Project Officer: Children and Families

**Location:** Remote with regular travel into Bolton

**Salary:** £29,000 per annum pro rata (Actual Salary = £24,857.00)

**Annual Leave:** 25 Days plus Bank Holidays

**Contract:** 30 Hours Per Week

**3 year** contract (potential to extend subject to funding)

**Deadline:** Thursday, 22<sup>nd</sup> May 4pm

**We may close this vacancy early if we receive a high volume of eligible applications. We encourage you to submit your application as soon as possible.**

## About Us:

At Bolton Together we work collaboratively with Bolton Voluntary, Community and Social Enterprises (VCSE) supporting children, young people and families. As a values-led charity, we work with our VCSE members to support families, young people and children, build inclusive networks, and amplify underrepresented voices.

We're recruiting a Senior Project Officer - Children and Families to help us coordinate our Early Years delivery by VCSE providers within the Family Hub programme, building on it's success over the last three years and ensuring we continue to provide quality support through our members to children and families.

## The Role:

- To drive forward and support VCSE providers within our Early Years programme, ensuring providers meet targets, maintaining strong relationships with partners, and addressing operational issues to keep delivery on track.
- In return you will be part of a growing, flexible organisation who prioritises your development, have access to a range of training opportunities and be part of a supportive and dedicated team.

**To apply, please submit your CV together with a covering letter (max 2 pages) clearly demonstrating how you meet the job criteria. Applications must be received by 4pm on 22<sup>nd</sup> May and should be emailed to [boltontgether@boltontgether.org.uk](mailto:boltontgether@boltontgether.org.uk)**

Please click this link and download our Equality and Diversity Form: [Equality-and-Diversity-Form.docx](#) and email to [Anne.gray@boltontgether.org.uk](mailto:Anne.gray@boltontgether.org.uk) Completing this form is not compulsory and will not affect the outcome of your application.

**We value authenticity and are looking for individuals who can demonstrate genuine interest and alignment with our role and mission. Please ensure your application and cover letter reflect your own voice and experience. Applications generated using AI tools may not be considered.**

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## Senior Project Officer: VCSE Family Hub Programme - Job Description

<b>Job Title</b>	Senior Project Officer: Children and Families
<b>Salary</b>	£29,000 per annum pro-rata (Actual Salary = £24,857.00)
<b>Length of Contract</b>	3-year contract (potential to extend subject to funding)
<b>Hours of work</b>	30 hours per week
<b>Reporting to</b>	Head of Programmes and Partnerships
<b>Base</b>	Hybrid (remote and Bolton-based)

### Job Purpose

To drive forward and support the operational delivery of the VCSE Family Hub programme and associated projects for Bolton Together. Working closely with VCSE providers, Family Hub teams, and statutory partners, you will ensure the smooth and effective delivery of services, monitor progress against agreed targets, and address any operational challenges. You will maintain regular contact with providers, track delivery activity, and collate monitoring data to ensure services are accessible, responsive, and aligned with the needs of children and families. Additionally, you will facilitate communication across the programme, promote collaboration, and highlight delivery successes to enhance the impact and visibility of our Family Hub Early Years VCSE services.

### Main Duties

1. To drive forward delivery for VCSE providers delivering within the Family Hub programme and associated projects.
2. To support the Head of Programmes and Partnerships to represent Bolton Together at partnership meetings.
3. To monitor programme delivery to ensure providers are meeting agreed targets and outputs.
4. To maintain and develop strong relationships with VCSE providers, Family Hub teams, and statutory partners.
5. To maintain regular contact with providers to track delivery activity.
6. To conduct quality visits and produce reports.

7. To identify training needs across providers and support the development of accessing training and learning opportunities.
8. To support providers with day-to-day operational queries related to programme delivery.
9. To support and promote family centred delivery.
10. To track progress across providers and flag any risks or issues to the Head of Programmes and Partnerships.
11. To collate monitoring data from all VCSE delivery providers.
12. To maintain programme records and ensure delivery data is accurately recorded.
13. To collate monitoring information and support the production of quarterly reports for review by the Head of Programmes and Partnerships.
14. To organise and coordinate provider meetings and partnership discussions.
15. To facilitate communication between VCSE providers and Family Hub teams.
16. To support the coordination of cross-provider learning and collaboration.
17. To create and contribute to promotional materials.
18. To coordinate promotion of the Family Hub VCSE services across providers.
19. To support the sharing of programme updates, newsletters, and social media content.
20. To help highlight delivery activity and success stories across the programme.
21. To organise meetings, workshops, and events related to Family Hub delivery and associated projects.

## Other Key Duties

- Apply safeguarding procedures and report as necessary.
- Support the organisation at meetings.
- Utilise social media to promote delivery and outcomes.
- Attend Team Meetings, events, and undertake mandatory training.
- Work flexibly with some potential evening and weekend work by prior agreement.
- Perform own administrative duties as required for the post.
- Perform any other duties in line with these responsibilities, the level of the post, and skills and qualifications of the post-holder.

## Person Specification

	Essential	Desirable
A degree or equivalent qualification, or experience where strong administrative, organisational, communication, and interpersonal skills have been demonstrated.	E	
Ability to work effectively as part of a Team.	E	
Ability to deliver projects, events, or campaigns.	E	
Understanding of the importance of the voice of the child/young person/parent/carer in service delivery.	E	
An understanding of safeguarding practices or willingness to learn.	E	
Excellent verbal and written communication skills.	E	
Ability to work collaboratively with a range of people and partners.	E	
Understanding of equal opportunities and equity of access.	E	
Willingness to learn and develop new skills related to the role.	E	
Ability to work independently, manage priorities, and meet deadlines.	E	
Computer literate in Microsoft Office, Canva, and social media platforms.	E	
Understanding of the challenges affecting children, young people, parents and carers.	E	
Relevant experience working with children, young people, and families.		D
Experience of working in the community and voluntary sector.		D
Ability to contribute to writing reports.		D