

February 2025

Dear Applicant

Thank you for your interest in the role of Programme and Partnerships Officer at The Bell Foundation. The Bell Foundation was established in 2012 and over the last decade has grown significantly and is now recognised as an expert in English as a second or additional language. Our vision is to create opportunities, change lives, and overcome exclusion through language education. We are delivering this vision through two different strategic programmes, targeting children with English as an Additional Language (EAL), and adults who speak English as a Second or Additional Language (ESOL). Through our work we aim to achieve system change to enable better outcomes for many vulnerable groups who use English as an additional language, including women who have been trafficked, prisoners, victims of domestic abuse, unaccompanied asylum-seeking children, refugees, adult asylum seekers, children from economically disadvantaged backgrounds, and migrant workers at risk of exploitation.

This is an exciting role, which is pivotal to executing The Bell Foundation's Strategy. Working within our ESOL Programme, this role is responsible for developing and maintaining the partnerships and grant portfolio of the Foundation. Through regular communication with partners and stakeholders, organising partner meetings, events and carrying out partner visits, the Programme and Partnerships Officer will ensure effective reporting, whilst strengthening our existing partnerships and developing new ones with the aim of building sustainable capacity and expertise across the ESOL (English for Speakers of Other Languages) sector. An essential part of this role is to draw out the relevant learning from our partnerships both to build the understanding of what works and collaborate with our Policy and Public Affairs Officer to help generate policy and practice recommendations for the Foundation's wider influencing work.

This is a great opportunity for someone who is motivated by our charitable vision, mission, values, and programmes. A person who is keen to engage with diverse, front-line organisations, to both support and learn from them, and to use that learning to help bring about wider system change, would be ideal for this role.

The Foundation is located at the prestigious Bell language school, on an attractive spacious green site with car and cycle parking. This is a full-time role; we offer a hybrid working model and operate a flexible work policy and part time applicants will be considered. The Foundation is committed to ensuring all staff are empowered to contribute fully to our work and the Foundation strives to ensure equity and fairness throughout the organisation. We support equality of opportunity and promote an inclusive culture. We also welcome and encourage applications from those with lived experience of speaking another language including being a refugee or former asylum seeker.

I hope this pack gives a flavour of our work and the role and I look forward to hearing from you.

Yours sincerely



Keri Bird

Head of Programmes

About The Bell Foundation

The Bell Foundation is a charity which aims to change lives and overcome exclusion through language education. We work on practical interventions, research, public policy, training, and innovation. By generating and applying evidence, we aim to change practice, policy, and systems for multilingual children, adults and communities who experience social exclusion.

Our vision

Multilingual children, adults, and communities are assets to society. We work in partnership to create opportunities, change lives, realise potential, and overcome exclusion through language education.

Our mission

To achieve our vision, we work through practical interventions, research, public policy, training, and innovation. By generating and applying evidence, we aim to change practice, policy, and systems for multilingual children, adults and communities who experience social exclusion.

Values

- We are independent and impartial.
- We are authoritative and rigorous in our approach and present clear and balanced evidence.
- We speak out.
- We work in partnership with others.
- We champion practical solutions to problems.
- We value diversity and difference.

In 2024, Trustees signed off a new strategy for 2025–2030 period which has six overarching objectives.

- **Improve the educational outcomes of EAL children** through training teachers, school leadership, and other staff, and providing resources at scale.
- **Improve the outcomes of adults who are excluded by language barriers** so that they have increased opportunity to participate in the labour market and in the community.
- **Speak out through our public policy, influencing, and communications** work, to continue to ensure that policy reflects the needs of EAL and ESOL speakers through engagement with policy makers and stakeholders at all levels, communicating to relevant audiences.
- **Language for Results International:** We will make this a net surplus revenue stream, providing a financial contribution to our charitable work.
- **Assets:** Continue to optimise the long-term return from all our assets to finance our charitable mission and vision.
- **Building a strong and inclusive organisation:** We will continue to uphold high standards of governance and build a strong and inclusive organisation. We will continue to measure the impact of our work with a new framework in support of our new strategy.

Find out more about our work by exploring:

- [Our Impact - The Bell Foundation](#)
- Our website: bell-foundation.org.uk
- Find out more about the [ESOL Programme](#)



This is an exciting time to join The Bell Foundation as it delivers its exciting vision and aims to change systems. The Programme and Partnerships Officer will be joining a dynamic team and will be pivotal in ensuring that the Foundation learns through our partners across the country and uses our funding effectively to impact vulnerable populations and effect system change.

The Bell Foundation offers the following benefits:

- 25 days' annual leave per year plus 8 public holidays.
- Pension Scheme: 5% employee/employer matching contributions. Employees can also choose to make their pension contributions via salary sacrifice.
- Options to Buy /Sell Annual Leave.
- Dental Plan.
- Free Eye Tests.
- Life Assurance Scheme.
- Tech Scheme.
- Cycle to Work Scheme.
- Health Assured Employee Assistance Plan.
- Free car parking on-site (Cambridge).
- Subsidised canteen on-site (Cambridge)

How to apply:

To apply for this position, please prepare a cover letter (up to 2 pages) and CV, outlining why you are the ideal candidate for this role and email to: recruitment.foundation@bell-foundation.org.uk

The deadline for applications is **9am on Tuesday 25th February**.

First interviews will be held **on 11th and 12th March (Virtual)**.

Final interviews will be held on **Tuesday 18th March (in-person in Cambridge)**.

Job description

The Foundation is committed to ensuring all staff are empowered to contribute fully to our work and the Foundation strives to ensure equity and fairness throughout the organisation. We support equality of opportunity and promote an inclusive culture.

We welcome applications from all backgrounds, across all protected characteristics and socio-economic status and particularly encourage submissions from those with lived experience of speaking another language.

Programme and Partnerships Officer	
Job Title	Programme and Partnerships Officer
Organisation	The Bell Foundation
Reports to	Head of Programmes
Salary	£35, 948 - £40,647
Location	Hybrid, Cambridge
Contract	Full time. Permanent.
Role Purpose	This role is primarily responsible for managing, developing, and overseeing the partnerships portfolio of the Foundation. The Programme and Partnerships Officer role is responsible for drawing out the relevant learning

	<p>from our partnerships to build the understanding of what works and to help generate policy recommendations.</p>
<p>Main Responsibilities</p>	<p>Partnerships and Grant Management</p> <ul style="list-style-type: none"> • Develop and manage existing partnerships, and seek out new ones, ensuring shared learning and outcomes of our partnerships leverage influence of our policy work. • Oversee and monitor grantee partnerships including site visits and ensuring interim and final reports are processed effectively. • Ensure timely and effective reporting on partnerships and grants. • Lead proactive engagement with external stakeholders, strategic partners, and those with lived experience. • Follow agreed policies and frameworks, and in coordination with the Head of Programmes, support relevant contracting processes or agreements. • Take charge of maintaining detailed and accurate records of all correspondence, contracts, and grant reports, working closely with the Head of Programmes to ensure seamless tracking of grants awarded, pending, and paid. <p>Learning and Evaluation</p> <ul style="list-style-type: none"> • To assess and manage the portfolio of partnership projects and grants, and to apply learning from these in conjunction with policy reports and research, to identify what works and best practice and to support the generation of policy recommendations. • Support with implementation of the Impact Framework, and ensuring indicators provide measurable evidence of progress in achieving outcomes. • Complete regular KPI reporting and provide regular analysis of programme and partnership data. • Collect case studies and examples from partners for illustrating impact. • Oversee the implementation of robust evaluation processes and embedding impact frameworks. • Take an evidence-based approach to continuous improvement and to demonstrate impact • Convene networks aimed at sharing best practice and building capacity across sectors. • Maintain up-to-date knowledge of what other evidence is being shared in the sector on interventions that work. <p>Equity, Diversity, and Inclusion</p> <ul style="list-style-type: none"> • Ensure EDI is embedded throughout our work with partners and champion best practice. <p>Other</p> <ul style="list-style-type: none"> • Build the Foundation's resources, contacts, and expertise in its thematic areas of work and maintaining accessible, accurate and useful internal resources. • Develop and implement project and programme management systems. • To prepare papers for the Trustee Board and Programme Committee as required. • Maintain the Foundation's systems to ensure compliance with all current charity, data protection, equalities and other laws and regulations.

	<ul style="list-style-type: none"> • Maintain full manual and electronic records and audit trails of all correspondence.
General	<ul style="list-style-type: none"> • To adhere to all statutory regulations and to Bell policies and procedures. • Protect at all times the confidentiality of information handled within the remit of the post. • Promote and safeguard the welfare of children and young persons you are responsible for and come into contact with. • To work irregular hours occasionally and travel within the UK as required. • Undertake other duties commensurate with the post, which the Bell Foundation deems appropriate.

Compiled by	Keri Bird
Date	January 2025

Person specification

Job Title	Programme and Partnerships Officer
Organisation	The Bell Foundation
	ESSENTIAL
Experience	<ul style="list-style-type: none"> • Experience of developing, overseeing, and managing partnerships. • Experience of organising and delivering projects to a timetable and budget • Demonstrable experience in reaching and engaging different stakeholders • Experience of using monitoring and evaluation findings to improve systems, and influence practice. • A track record of working with partner organisations to support their development, delivery, and learning.
Knowledge	<ul style="list-style-type: none"> • Familiarity with the practices that ensure Equity, Diversity and Inclusion is embedded across grant management and partnership work. • Understanding the importance of including people with lived experience and ensuring their voices and insights inform our work. Knowledge of, or interest in policy development.
Personal Skills/Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to interact effectively, listen and communicate at all levels with partners and senior stakeholders, and building lasting relationships. • Sound oral and written communication skills including the ability to write for different internal and external audiences. • Ability to maintain political impartiality and be discreet. • Good judgement, demonstrating objectivity and self-awareness; • An ability to extract learning from projects and partnerships, for both policy and practice including excellent analytical skills. • Strong analytical and numerical skills with an attention to detail. • Strong organisational skills that demonstrate the ability to organise and manage own workload to deadlines. • Well-developed IT skills, including Word, Excel, PowerPoint and full Microsoft office package.

	<ul style="list-style-type: none"> • Able to think laterally and creatively about opportunities and projects. • Enthusiasm for and commitment to the Foundation's mission. • A team player, but also able to work independently using own initiative. • Commitment to and enthusiasm for the programmes that the Foundation is delivering. • Willingness to undertake travel within the UK to partner sites and meetings. • A "can do" approach with a view to continuous improvement.
Special Requirements	<ul style="list-style-type: none"> • Occasional out of hours working may be required including occasional overnight stays.
Compiled by	Keri Bird
Date	January 2025

This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the post holder's areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of The Bell Foundation.