

**Job Title:** Act Locally Operations Manager

**Salary:** £35,000 – £38,000 per annum (Full-Time, 1.0 FTE)

**Contract:** up to 3 years

**Location:** Based at our HQ in Frizinghall (Bradford Grammar School campus), with significant time spent in community settings across Bradford

**Reports to:** EALC Director

## About EALC

The Education Alliance for Life Chances (EALC) is an independent charity dedicated to connecting Bradford's education system with health, children's services, policing, and leaders from across the public, voluntary, and community sectors. We work alongside policymakers and frontline professionals to support whole-system transformation—with schools and educational settings at the heart of change.

EALC is recognised as a catalyst for reform, using a **collective impact model** to bring together schools, public services, voluntary organisations, and academic institutions. Our partnership with Born in Bradford's Centre for Applied Education Research (CAER) enables place-based, evidence-driven policy and practice change.

Building on the success of the **Bradford Opportunity Area Programme (2018–2022)**, our mission is to sustain and scale progress so that every child has the opportunity to realise their potential. Our vision for 2040 is to enable major organisations across Bradford to work collaboratively with schools and early years settings, using evidence-based approaches to secure better life chances and social mobility for children and young people.

Read more: [BOA Lessons & Recommendations Report](#)

## About the Role

We are seeking an Operations Manager to lead and grow our place-based initiative, Act Locally—a strategic, relational, and catalytic role at the heart of our evolving charity. This is more than a delivery role: it's an opportunity to shape the future of a growing organisation embedded in one of the UK's most ambitious place-based partnerships.

As we shift from delivery to opportunity, you'll help broker relationships, build influence, and mobilise people across sectors. You'll work closely with schools, communities, and partners to co-create solutions that improve outcomes for children and young people. This role suits someone who thrives in fast-paced, evolving environments and brings a 'start-up' mindset to working in a small but ambitious team.

You won't just be managing projects—you'll be helping shape a movement. Bring your expertise, your drive, and your belief in what's possible for Bradford's children. We're a growing team with a bold mission, a committed board, and an incredible network of partners to support your success.

This role would suit someone with a background in community and partnership engagement, facilitation, and multi agency working. You'll be confident at managing complex relationships, facilitating large cross sector meetings, and building networks across different geographical areas in

the Bradford district. You will also advocate for and further develop our place-based model and ensure the voices of children and young people are at the heart of everything we do.

## **Key Responsibilities**

### **Strategic Leadership of Act Locally**

- Lead and manage the delivery of the Act Locally programme, ensuring effective coordination of local services and improved outcomes for children and young people.
- Oversee planning, implementation, and evaluation of Act Locally activities as outlined in our 2023–2027 Delivery Plan.
- Meet regularly (at least every four weeks) with the EALC Director and Act Locally Co-ordinator overseeing the Manningham & Girdlington work to plan and develop Act Locally work across the district.
- Work with the EALC Director to ensure progress is captured and reported through the NHS Charities Together Innovation Grant, including contributions to the Steering Group and evaluation reports.
- Further develop and refine the 5-phase blueprint which underpins the Act Locally model to ensure scalability and replicability.
- Co-develop an Act Locally Toolkit to support implementation in other areas.

### **Relationship Building**

- Expand and increase regular membership of convening partnership meetings by engaging schools and partners across education, health, faith, public, and voluntary sectors.
- Ensure all local schools in Act Locally areas have been approached and offered the opportunity to engage with the convening partnership.
- Actively engage successful Participatory Grant Making (PGM) recipients into the convening partnership and work with the VCS Alliance to roll out the PGM process in Act locally areas
- Collaborate with BiB's Centre for Applied Education Research (CAER) to bring data, research, and insights into convening partnership meetings.
- Support the School Health Hub Co-ordinator's access to and engagement with the convening partnership in Manningham & Girdlington, and work with Citizens UK to bring the voices of parents and pupils into the partnership.

### **Governance and Convening**

- Hold convening partnership meetings on a half-termly basis, with dates, times, and venues (including VCSE and school venues) arranged well in advance.
- Maintain alignment with local governance structures such as Community Partnerships, council and health-focused partnerships, voluntary sector networks, and business groups.
- Communicate the aims, achievements, and impact of Act Locally credibly and persuasively across Bradford.

- Champion the voices of children and young people in all programme activities and decision-making forums.
- Work with the convening partnership to agree on the next priority focus area beyond the current priorities.

### **Fundraising and Resource Development**

- Seek and apply for funding opportunities that support the sustainability and growth of Act Locally, aligning efforts with the Act Locally Co-ordinator in Manningham & Girlington where appropriate.
- Lead and support cross-organisational collaborative funding bids.
- Research and engage potential funders, philanthropists, and donors.

### **Person Specification**

We are looking for someone who brings passion, energy, and a collaborative spirit to the role. The successful candidate will have:

#### **Essential Criteria**

- A deep understanding of community and partnership engagement, multi-agency working, and place-based collaboration.
- A proven track record of driving change in a community, local authority, or place-based context.
- Exceptional relationship-building skills with schools and a range of multi agency colleagues including the ability to actively listen to young people, residents, and stakeholders.
- Strong communication and facilitation skills, with experience planning and leading convening partnership meetings.
- Experience in fundraising, including researching funders, bid writing, and reporting to a range of supporters.
- A solid understanding of community development methods and experience in facilitating community conversations for collective impact.

Please ensure your cover letter (max 2 A4 pages) and CV clearly address each of the essential criteria above. Please email to: [kathryn@educationallianceforlifetechnologies.org.uk](mailto:kathryn@educationallianceforlifetechnologies.org.uk)

### **Working Environment & Expectations**

- The role is based at our Head Quarters in Frizinghall, Bradford (on the Bradford Grammar School campus) but a significant proportion of your time will be spent working with community partners across the district.
- You must be willing to travel occasionally to conferences and meetings outside of the Bradford district (expenses covered).
- The role also requires occasional evening and weekend working (with time off in lieu provided).

## Why Join Us?

Because you want to be part of something bigger. We are a collective impact charity driving long-term change across Bradford by focusing on what matters most—children’s education, health, and future opportunities.

This is a rare opportunity to help shape the future of a growing charity at the heart of one of the UK’s most ambitious place-based partnerships. You’ll bring your skills and personality into a close-knit team with big ambitions and a powerful network of partners.

As we move to scale-up, this role offers the chance to influence strategy, build deep relationships across sectors, and be part of a story that’s bigger than any single programme. If you’re energised by complexity, creativity, and community, we’d love to hear from you.

Success here isn’t just measured in metrics—it’s about real change in the lives of children and families across Bradford. It’s about seeing schools, services, and communities working together in new ways, and knowing you helped make that happen.

At the heart of our work is collaboration, innovation, and a deep commitment to equity and inclusion. We bring together schools, health services, communities, and local partners to align efforts and amplify impact. If you’re passionate about improving life chances, tackling inequality, and making a lasting difference, this is where you belong.

Join us in building a better Bradford—for every child.

## Key Dates

- Deadline for applications: 9am, Monday 8<sup>th</sup> September
- Shortlisting: Week commencing 8th September
- Interviews: 18<sup>th</sup> OR 19<sup>th</sup> September

Please note: If you have not heard from us by Friday 12<sup>th</sup> September, please assume that your application has not been successful on this occasion. Unfortunately, we are unable to provide individual feedback to candidates who are not shortlisted.

## Further Reading

Please visit our website <https://www.educationalallianceforlifechances.org.uk>

[Act Locally Background and Context](#)

[Act Locally Conditions to Success](#)

[Act Locally: Keighley](#)

[Act Locally: Holme Wood](#)

[Act Locally: Manningham & Girlington](#)

