Job Description & Person Specification

EALC Deputy Director

Education Alliance for Life Chances (EALC)

Employer	Education Alliance for Life Chances (EALC)
Contract	Permanent, subject to ongoing funding (current funding secured until Sept 2028) Full-time (37 hours per week) or part-time (minimum 18.5 hours per week): we welcome applications on either basis
Salary	£45,000 – £60,000 FTE, depending on experience (paid pro rata for part-time hours) Appointment will normally be made between £45,000 and £50,000 FTE, depending on skills and experience, with progression up to £60,000 subject to performance and funding.
Location	Bradford, with regular travel to partner organisations across the district; hybrid working possible
Reporting to	Kathryn Loftus, EALC Director
Direct reports	Programme leads and delivery staff across EALC's delivery areas
Working with	EALC Board of Trustees, Partnership Board, Systems and Schools Working Groups, Act Locally, School Health Hub and EDSP teams, schools and trusts, NHS and health partners, Local Authority, Born in Bradford / CAER, the Bradford Opportunity Area evaluation team, Centre for Young Lives, The Philanthropy Office North, EALC's communications support organisation, and EALC's accountants

About EALC

Education Alliance for Life Chances (EALC) is an independent charity that connects Bradford's education system with health, children's services, policing, and leaders across the public, voluntary and community sectors. Using a collective impact model, EALC brings together schools, public services, and academic research institutions — including a close partnership with Born in Bradford's Centre for Applied Education Research (CAER) — to enable place-based, holistic policy and practice change, backed by evidence and connected data.

EALC has grown quickly over the past year: establishing itself as an independent charity, building an engaged Partnership Board and Board of Trustees, and developing a trusted reputation for delivery across three connected areas of work — Act Locally (place-based convening in local communities), School Health Hubs (embedding health support in schools), and EDSP, the SEND Electronic Developmental Support Passport, now rolling out district-wide across Bradford's primary schools.

As EALC moves into the next stage of its Strategic Plan, demand on a small founding team continues to grow. A key priority is expanding School Health Hubs from the current pilot hubs to a planned, sustainable network across the Bradford district. 2027 also marks ten years since the start of the Bradford Opportunity Area, from which EALC grew, and we are developing a Philanthropy Strategy to bring new investment into Bradford alongside public sector funding. Trustees have identified the need for a senior leader who can oversee operational delivery across the Strategic Plan, strengthen the organisation's foundations, and work alongside the Director to shape strategy, grow income and strengthen our partnerships. This is a new role, created to do exactly that.

www.educationallianceforlifechances.org.uk

A Once-in-a-Generation Moment for Bradford

Bradford is at a turning point, and the next few years will shape the life chances of a generation. As the UK's youngest city, Bradford's future, and much of the country's, depends on how well we help our children and young people to thrive. Following its year as UK City of Culture 2025, the district has a national profile and a confidence it has not had for decades.

2027 marks ten years since the Bradford Opportunity Area set out to transform outcomes for the district's children and young people. EALC grew out of that work and carries its legacy forward, keeping education, health and public, voluntary and community services working together. With the Opportunity Area's independent evaluation due in 2027, we have a unique chance to show what a decade of collaboration has achieved, and to make the case for what comes next.

Bradford is positioning itself as a national example of what is possible: a place that leads social change by working across organisational boundaries, and that champions a new investment case in which philanthropy and the public sector work together for even greater impact. This sets the scene for a different kind of return on investment, one that is generational and delivered for the public good. EALC wants to change the way opportunity is created, in Bradford and beyond.

Why now?

- **Proven models, ready to scale.** We want our School Health Hubs to move from pilot to a district-wide network, and EDSP is rolling out across Bradford's primary schools. What works here is ready to grow.
- **World-class evidence.** Through our partnership with Born in Bradford, one of the world's largest family health research studies, and its Centre for Applied Education Research, Bradford can show connected data what makes a difference for children.
- **New investment.** Our Philanthropy Strategy will aim to bring philanthropic and venture philanthropy investment into Bradford alongside public funding. It is a chance to build a compelling investment case for the district's children.
- **A national story.** The '10 Years On' celebration will be a platform to share Bradford's learning nationally and to show what is possible when a whole place works together.

Why this role?

This is a rare opportunity to join a small, ambitious charity at the moment it moves from start-up to scale. As Deputy Director you will not be maintaining something that already exists: you will help build it. If you want your next role to make a lasting difference to children's life chances, and to help show the country what Bradford can do, we would love to hear from you.

Purpose of the Role

The Deputy Director is a new senior post, open on a full-time or part-time basis, created to oversee operational delivery across EALC. As EALC's senior operational lead, the postholder will be responsible for the effective management and delivery of the priorities in our Strategic Plan across Act Locally, School Health Hubs and EDSP, and for making sure the organisation has the operational policies, procedures and systems it needs to grow well.

The postholder will take the lead on developing and driving the expansion of School Health Hubs across Bradford, working with schools, trusts, health and local authority partners to grow a well-evidenced, sustainably funded network of hubs that brings health support into the heart of school communities.

As part of EALC's senior leadership, the Deputy Director will work closely with the Director to shape and drive organisational strategy, support the development of EALC's Philanthropy Strategy and wider income generation, ensure our communications strategy is delivered, and contribute to the strategic development of the Partnership Board and wider governance, deputising for the Director as required.

Priorities for the First 12 Months

Within the wider responsibilities set out below, the Deputy Director's key priorities in the first 12 months will be to:

- **Strengthen operational policies and procedures:** review, update and embed EALC's core operational policies and procedures (including HR, safeguarding, data protection, finance, health and safety and risk management) so that the charity is well governed, compliant and ready to grow
- **Design and deliver the "10 Years On" celebration event:** lead the planning and delivery of a high-profile event in 2027 marking ten years since the start of the Bradford Opportunity Area, working with Trustees, the Partnership Board, the Opportunity Area evaluation team and partners to celebrate achievements, share evidence of impact and set out ambitions for the next decade
- **Support the Philanthropy Strategy:** work with the Director to shape and develop EALC's Philanthropy Strategy, which is currently in development, and help put in place the relationships, materials and processes needed to bring philanthropic investment into Bradford
- **Ensure delivery of the communications strategy:** act as the day-to-day link with EALC's communications support organisation, liaising with them frequently to ensure our communications strategy is delivered on time and on message

Key Responsibilities

Operational management of the Strategic Plan

- Lead the operational delivery of EALC's Strategic Plan, translating strategic priorities into clear annual delivery plans, milestones and resource plans across Act Locally, School Health Hubs and EDSP
- Oversee line management across the delivery areas, ensuring work is delivered on time, within budget and to agreed quality and outcomes
- Put in place robust performance monitoring, risk management and reporting, providing regular progress updates to the Director, Board of Trustees and Partnership Board
- Ensure strong join-up between delivery areas, identifying shared opportunities, dependencies and efficiencies
- Work with Born in Bradford's CAER and evaluation partners to embed evidence, data and impact measurement in delivery, so that learning informs practice and future planning

- Deputise for the Director in her absence, including representing EALC at partner meetings and, where appropriate, the Partnership Board

Leading the School Health Hub expansion

- Take the lead on developing and delivering the School Health Hub expansion programme, moving Bradford from the pilot phase to a planned, district-wide model
- Develop and implement the expansion plan, including expressions of interest, needs mapping, selection criteria for schools and trusts, phasing and resourcing
- Support schools, multi-academy trusts and early years settings to establish and sustain new hubs, using and further developing resources such as the Starting a School Health Hub guide
- Build and maintain strong partnerships with NHS, public health, local authority and voluntary sector partners so that health services are effectively integrated into hubs, including models such as Experts@Hand
- Lead on identifying and securing sustainable funding routes for new and existing hubs, including collaborative bids with schools, trusts and health partners
- Lead and support the working groups driving health–education collaboration, including the Systems Working Group, ensuring actions are delivered and progress is reported
- Ensure quality, consistency and evaluation across the hub network, capturing impact and sharing learning with partners, funders and the wider system

Strategy and organisational development

- Work closely with the Director as part of EALC's senior leadership to develop, review and drive the organisation's strategy and Strategic Plan
- Bring insight from delivery, policy and funding developments across the third sector, education and health to inform strategic decisions
- Lead the review, development and implementation of EALC's operational policies, procedures and systems, ensuring they are fit for purpose, consistently applied, regularly reviewed and approved through the appropriate governance routes, reducing key-person dependency and building organisational resilience

Income generation and fundraising

- Work with the Director to develop and deliver EALC's income generation strategy, diversifying income across grants, trusts and foundations, statutory and NHS funding, philanthropy.
- Lead bid development for the delivery areas, particularly School Health Hubs, and contribute to collaborative bids with partners
- Build and steward funder relationships, including working with The Philanthropy Office North on philanthropic readiness and strategic funder development
- Support the Director to shape and implement EALC's Philanthropy Strategy, including identifying and cultivating philanthropic and venture philanthropy partners, developing compelling investment propositions, and building the processes needed to manage philanthropic income well
- Ensure high-quality funder reporting and compliance with grant conditions

Partnership Board, governance and finance

- Support the Director in the strategic development of the Partnership Board, including membership, engagement and ensuring the Board drives system-level change
- Prepare papers and reports for the Board of Trustees and Partnership Board, and support effective governance processes
- Strengthen connectivity with wider governance arrangements across the district, including health and care partnership, local authority and voluntary sector structures
- Work with the Director, Bookkeeper and Accountants on financial oversight, including budget management, management accounts, and restricted/unrestricted funds

Communications, events and the 10 Years On celebration

- Liaise frequently with EALC's communications support organisation, acting as the main day-to-day contact, agreeing priorities and timelines, and ensuring the communications strategy is delivered effectively
- Ensure delivery teams provide the stories, case studies, data and evidence of impact needed to support EALC's communications, and that messaging is consistent across all channels and partners
- Monitor and report on progress against the communications strategy to the Director and Board of Trustees
- Design and deliver the 2027 celebration event marking ten years since the start of the Bradford Opportunity Area, including programme design, partner and speaker engagement, budget, logistics and follow-up, and using the event to raise EALC's profile and support the Philanthropy Strategy

People and team leadership

- Line manage programme leads and delivery staff, including recruitment, induction, supervision and appraisal

- Build a positive, collaborative, high-performing culture as EALC grows from a small founding team into a larger organisation
- Ensure staff wellbeing, safeguarding and good employment practice are embedded across the team

External relationships and profile

- Build and maintain relationships with senior leaders across education, health, the local authority and the voluntary and community sector
- Represent EALC at external meetings, conferences and events, communicating our work and impact credibly and persuasively
- Ensure the voices of children, young people and families are centred in the design and delivery of EALC's work

Person Specification

Essential

- Significant experience in a senior operational, programme management or Deputy CEO role, ideally within a charity, social enterprise, public sector or health/education organisation
- A proven track record of developing and scaling a service or programme from pilot to wider rollout
- A strong understanding of the education and health systems, and how partnership working between schools and health services can improve outcomes for children and young people
- Demonstrable success in income generation, including bid writing, funder relationships and securing funding
- The ability to think strategically and translate strategy into practical, well-managed delivery plans
- Strong financial acumen, including budget management and confidence working with management accounts
- Experience of line management and building, developing and motivating staff teams
- Experience of developing, reviewing and embedding operational policies and procedures, and of ensuring organisational compliance
- Experience of planning and delivering high-profile events, campaigns or similar projects to a deadline, and of working with external partners or agencies, including communications support
- Excellent relationship-building and influencing skills, able to work confidently with senior leaders, trustees, funders, partners and frontline staff
- A good working knowledge of governance conventions, including board reporting and supporting partnership structures
- A collaborative, can-do approach, comfortable working in a small, fast-growing organisation, and a commitment to improving life chances for children and young people
- Excellent organisation and prioritisation skills, with the ability to manage competing demands and deliver results, whether working full-time or part-time

Desirable

- Experience in school health, public health, the NHS, children's services or school-based wellbeing and early intervention
- Knowledge of, or experience working with, Bradford's education, health and voluntary sector system
- Experience of multi-agency, place-based or collective impact approaches
- Experience of SEND or early years settings
- Experience of evaluation, evidence-based practice or working with research partners
- Experience supporting or deputising for a Chief Executive or Director-level postholder
- Experience of philanthropy, major donor or venture philanthropy fundraising, or of developing a philanthropy strategy
- Knowledge of the Bradford Opportunity Area programme and its legacy

Terms and How to Apply

This is a permanent post, subject to ongoing funding. Current funding is secured until September 2028. The post is open on a full-time (37 hours per week) or part-time (minimum 18.5 hours per week) basis; please tell us your preferred working pattern in your covering letter. The post is hosted by the Education Alliance for Life Chances charity. The postholder will be based in Bradford, with regular travel to partner organisations across the district; hybrid working is possible.

Please apply by sending a covering letter (max 3 A4 pages), together with your CV. Your covering letter should clearly address each of the essential criteria in the person specification, and tell us what makes you a standout candidate for this role: the experience, achievements and qualities that set you apart, and why you want to part of the change we are trying to achieve in Bradford. If we receive a high number of

applications, we will also use the desirable criteria when shortlisting, so please tell us where you meet these too. Please email to: kathryn@educationallianceforlifechances.org.uk

Key dates

Closing date: 9am Thursday 19th November 2026
Shortlisting: Friday 20th November 2026
Interviews: Wednesday 25th November 2026

Please note: if you have not received an interview invitation by Monday 23rd November 2026, please assume that on this occasion you have not been successful. We are unable to provide feedback at the shortlisting stage.