

Hello!

I am so glad you're considering applying for the Research and Programmes Coordinator position at Kids Matter.

We work hard not only for our children, parents and communities, but also to build a brilliant culture at Kids Matter. Our motto is to be 'ambitious yet respectful'. You'll be stretched for sure but well-supported while that happens. We are all about growth, development, learning and having people work out of their sweet spot most of the time. We have a lot of fun along the way!

You will be joining us at such a key time in our journey; we're now eight years old and we're putting in place what we need to begin our next chapter. We know what we are doing and how to do it. Your job will be to help us extend our reach, grow at scale, and equip communities across the country with what they need to see real and lasting transformation.

This job pack includes:

- Details around what the job involves
- What we're looking for in applicants
- Specifics around employment in this role
- An outline of the application process
- An overview of our charity
- What we believe

I look forward to reading why you think you'd be a great fit on our team!

A handwritten signature in blue ink, appearing to read 'Eli'.

Dr Eli Gardner, Clinical Psychologist
Co-founder & Chief Executive Officer

The background image shows a laptop screen displaying a video conference with several participants. In the foreground, there is a green ceramic cup filled with a dark liquid, possibly coffee or tea.

Job Description

Overall purpose

The purpose of the Research and Programmes Coordinator role is to support the Programme Development team in achieving their strategic goals through delivering excellent administrative operations.

Key responsibilities

1. Research Project Support

- Oversee the administrative tasks for all research projects (e.g. booking in meetings and taking minutes from meetings).
- Support the Programme Development Team Lead in project management of all research projects.
- Liaise with the Support Coach team to connect with facilitators/parents for data collection e.g. supporting with the running of focus groups
- Support in the project management of each research project for example, tracking the data collection from each programme
- Use Kids Matter's CRM to confidently record communication with consultants and Research Assistants and keep information up to date, ensuring confidentiality and compliance with GDPR regulations.
- Liaise with external consultants who are linked to current or future research projects
- Create and manage documents and spreadsheets using Microsoft Word and Excel, containing parent data.

2. Research Assistant Support

- Support the Clinical Psychologist in the management of volunteer Research Assistants.
- Oversee the annual recruitment of Research Assistants, reviewing applications and assisting in decision-making regarding who to bring on board.
- Support with the induction of the Research Assistants
- Regularly liaising with the Research Assistants to ensure they have everything they need
- Support in the data gathering process for all our evaluation data including maintaining data integrity by performing regular data audits and cleaning up the parent data ready for the Research Assistants to analyse
- Import, export, and manipulate data as needed for various projects.

3. Programme Development Support

- Support the Programme Development team in collecting any information needed from the Research Assistants to help with new material creation.
- Quality Assurance new content created by the Programme Writer and identify any inconsistencies and errors in grammar, spelling, syntax, and punctuation.

4. Wider team involvement

- Contribute towards staff prayers and, on occasion, lead 'Thought of the Day'.
- Provide additional support to other teams when appropriate.

Person Specification

Category	Criteria	Assessed by*	E/D
Skills/ Abilities	Excellent organisation and time management skills	A	ESSENTIAL
	Strong written and verbal communication skills with confidence to conduct interviews and make requests of outside stakeholders	I	
	Attention to detail and accuracy	I/T	
	Ability to communicate well across all levels and teams	A/I	
	Ability to use initiative and be proactive	I/T	
	Ability to manage, prioritise and balance conflicting demands	I	
	High IT literacy with knowledge and proficiency of MS Office programmes and Zoom (video conferencing platform)	T	
Personal qualities	Willing to give and receive constructive feedback	A/I	
	Flexible and willing to be involved in a wide range of tasks	I	
	Commitment to ongoing development of own knowledge and skills	A	
	Strong personal Christian faith	**	
	Passion for Kids Matter's vision of seeing every child in need raised in a strong family	A/I	
Experience	Knowledge of the role of psychology research assistants	A/I	DESIRABLE
	Familiarity with how psychological research is conducted and familiarity with some psychological theories	A/I	
	Experience working on long term research projects	A	
	Experience of working/volunteering for a charity	A	

* Assessment methods: Application form (A), Interview (I), Tasks (T)

** Whilst this is an occupational requirement, the shortlisting process will not involve scoring candidates on their faith.

Employment Information

Job title: Research and Programmes Coordinator

Reporting to: Head of Training and Programme Development

Purpose: See Job Description

Location: Remote (based in England & Wales with occasional travel required).

Contract: Permanent

Start date: Monday 24th November 2025

Hours of work: Part-time, 3 days (21 hours) per week

Monday mornings are compulsory due to a weekly team meeting, otherwise hours can be spread throughout Monday to Friday.

Salary: £25,000 - £27,000 pro rata (£15,000 - £16,200 actual)

Probation period: 6 months

Holiday entitlement: 25 days (plus bank holidays) per year pro rata, with additional time off between Christmas and New Year's day

Pension: Automatic enrolment into a direct contribution pension scheme (4% employer contribution)

This post is subject to an Occupational Requirement

Kids Matter serves and supports clients within the Christian sector, the nature of the work requires that this post holder has an active faith in Jesus under the Equality Act 2010, Part 1, Schedule 9.

Equal Opportunities

We actively support and welcome the integration of people from diverse backgrounds and varied experiences and skillsets to help shape the work and future of Kids Matter. We are particularly keen to receive applications from African and Afro-Caribbean, Asian and other diverse ethnic communities, and those who are neurodivergent and/or living with any kind of disability.

Application Process



Stage 1

Complete a copy of our **online application form**.

We also ask for all applicants to submit an **Equal Opportunities Monitoring Form**, which will be sent to you to complete following the submission of your application form. This form will be used for anonymous analysis to ensure our overall recruitment procedures are fair and transparent. It will never be viewed or used as part of the selection process. It is optional to submit this form.

Deadline: **4pm on Monday 29th September**

All successful and unsuccessful applicants will be notified via email by 5pm on Thursday 2nd October.

Stage 2

Successful applicants will be invited to an initial 30 to 40-minute Zoom interview, which will take place **on the 8th and 9th October** (with flexible timing into the evenings).

To ensure candidates can perform to the best of their ability, interview questions will be sent in advance of the interview date. Candidates will also be sent a short task to complete before attending their interview.

Stage 3

Following initial interviews, 2-3 selected candidates will be invited to attend in-person interviews in London, **on the 13th October**. The interview will be 1 hour 15 mins long and will include 1-2 tasks. Kids Matter will reimburse any reasonable travel costs. Potential for location to change depending on the locations of successful candidates.

The successful candidate and unsuccessful candidates will be informed of Kids Matter's final decision by 5pm on Friday 17th October.

If you would like any application and interview support or you need any reasonable adjustments throughout the application process or if you would like an informal phone call to ask questions or discuss the role, please contact **Katie Washington (HR & Systems Manager)** on recruitment@kidsmatter.org.uk.

Kids Matter will treat your application as private and confidential. Unsuccessful applications will be securely destroyed after one year.





About Kids Matter

More than 4 million children are being raised in poverty in the UK and the stress poverty places on them (and their parents) can result in long-term emotional and social problems. We therefore exist to help strengthen families and interrupt that negative trajectory.

Research has shown that the most effective early intervention to help children is group-based parenting programmes. For children to thrive, it is important for mums, dads and carers to increase their own wellbeing and confidence in their parenting skills. Whilst all parents need support, our effective and accessible programmes have been written for families facing disadvantages.

We partner with local churches and their community networks across the whole country to run our evidence-informed programmes in communities and in prisons, equipping mums, dads and carers with the tools (confidence, competence and community) they need to build strong relationships and strong families. Not only will this have a positive impact on child wellbeing and future outcomes, but it will also reduce the social and financial costs of family breakdown.

Our impact

Since launching in 2017, we have impacted **nearly 6,000 children** through our parenting programmes, equipping their parents (over 2,000 of them) with the skills needed to build a strong family. We have an ambitious vision to reach many more in the coming years.

Read our most recent Impact Report [here](#).

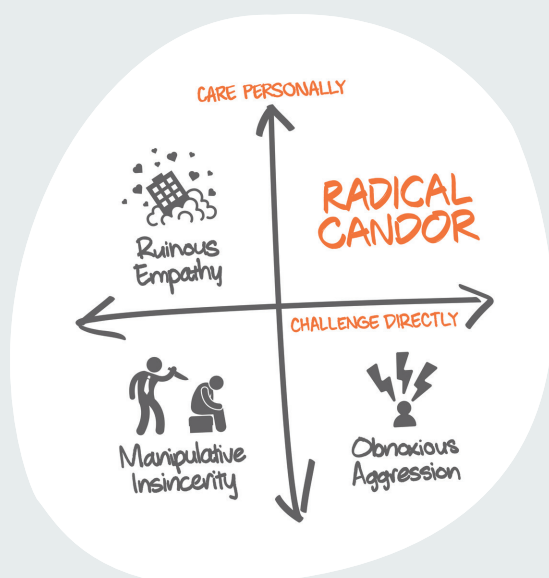
Our team

We have a wonderful team of brilliant people committed to transforming society, one family at a time, and a group of top-notch trustees who support us every step of the way.

Find out more about them [here](#).

'It's worth doing, I would do it 20 times over and still learn something new in the twentieth session.'

Tash, mum



At Kids Matter, we strive to have a culture where giving and receiving feedback from anyone in the team is a common occurrence. We place high value on getting to know one another to create a foundation of trust from which we can challenge directly. Teams regularly have 360 feedback sessions and managers are encouraged to regularly ask for feedback from their direct reports.

We don't always get it right, but our aim is to operate from a place of 'Radical Candor'.

Our culture values are:

- Faithful** We put our faith in God and we are fiercely loyal to our mission and vision.
- Respectful** We draw alongside others and genuinely listen, affirming the dignity of everyone we encounter.
- Excellence** We go above and beyond to provide the best quality in all we do.
- Positive** We choose to be grateful, to be hopeful, and to see possibility in everyone.
- Ambitious** We push for all to achieve their full potential so that together we can fulfil our vision of every child in need being raised in a strong family.



Statement of Faith



Nicene Creed

We believe in one God,
The Creator of all things,
Who holds the universe in love and wisdom.

We believe in Jesus Christ,
God's only Son, who is fully divine and fully human.

He was born to bring light into the world,
Lived among us, teaching truth and grace.
For our sake, He suffered, was crucified, and died.

On the third day, He rose again,
Defeating death and offering us new life.

He ascended into heaven and reigns with the Father,
And He will come again to restore all things.

Amen.

