Naval Children's Charity

Candidate recruitment pack

Join us in improving the wellbeing and development of our Naval children and young people.

Our Vacancies:

- Project Manager



Foreword

Dear Candidate,

I would like to thank you for considering applying for one of our exciting vacancies at the Naval Children's Charity. Hopefully this Candidate Recruitment Pack will be helpful in supporting you to find out more about us as an organisation, and potential new employer. It includes some encouragement to get in touch and have a conversation with us if you are thinking about applying, and details on the application and recruitment process itself. We would love to hear from you, please give us the opportunity to showcase to you why we could be a great next step in your career.

This is a great time to join the Naval Children's Charity. We have changed and grown significantly over the past few years, despite the challenges of the pandemic and other global stressors. We have redefined our Mission and Vision and our Team have worked hard to develop our work culture and how we can best support our children and young people.

Part of our new strategy is to put the voice of the Naval child/young person at the heart of what we do. Our new Youth Council are really helping us develop our support offer and ensure that we are hearing and meeting their needs.

We aim to provide a consistent, fair and inclusive application process which is why we ask you to fill out an application form. We do want to get to know you as a person as part of this process so please tell us as much as possible about yourself.

We are currently a Bronze Award member of the Armed Forces Covenant's Employer Recognition Scheme. We are Armed Forces friendly and welcome applications from reservists, veterans, military spouses and partners.

We look forward to hearing from you.



Clare Scherer MBE
CEO, Naval Children's Charity

About us

The Naval Children's Charity (NCC) are dedicated to improving the wellbeing and development of Naval children and young people.

We provide a wealth of support, guidance and resources to help dependant children (up to and including the age of 25) whose parents/guardians serve or have served in the Royal Navy and who are in need, hardship or distress. With a team of caseworkers in Portsmouth, Helensburgh and Plymouth, we offer financial assistance, free resources and a range of opportunities to address the challenges that the children and young people face as a result of their parents' service.

2025 saw us celebrating our Bicentenary. 200 years since the first orphanage was opened in Portsmouth. We are so proud of our rich heritage and working together to ensure we continue to evolve and respond to the challenges that face our children and young people. We have a long history of Royal Patronage and deeply proud that this continues with HRH The Princess Royal picking up this role in 2025.

Our mission

To support the wellbeing and development of children and young people from Royal Navy and Royal Marines families, serving and veteran, in recognition of the unique situations they and their families face.

Our vision

That every Royal Navy and Royal Marines child and young person has their spirit and talent unlocked, giving them a brighter future and helping them to realise their full potential.

Our values

- Collaborative
- Trusted
- Empathetic
- Children and young people at the heart of what we do.

What we do

Wellbeing and development support for children and young people.



Support for Parents/Carers



Advice and guidance



Support and opportunities for children/young people



Mental health



Bereavement



Family breakdown



Disability, illness or injury



Neurodiversity / SEND / ALN



Financial / debt



Advice and guidance



Education



Wellbeing Packs

Vacancies

Project Manager

Salary: £40,000

30 days annual leave, 7.5% matched pension

contribution Full-time, permanent contract

Location: Portsmouth
Line manager:
CEO (day to day line management)
Head of Operations (HR line management)

Job Description

Purpose of role

The Project Manager will lead the continued development and delivery of the Life Chances Programme and related community projects. Working closely with the CEO and supported by the Admin Support Officer, the post holder will coordinate partners, funding, budgets, delivery and impact reporting.

The post holder will manage the full project lifecycle, from identifying opportunities and developing proposals to securing funding, planning delivery, monitoring finances, evaluating outcomes and reporting impact.

Working pattern and travel

This is a full-time role of 35 hours per week, based ideally at the Head Office in Portsmouth with regular time out of the office, travel around the UK and occasional weekend working.

Key Tasks and Responsibilities

- Source, assess and develop inclusive opportunities for Naval children and young people across the Life Chances Programme's Education, Outdoor and Creative themes.
- Manage the Life Chances portfolio from development to completion, evaluating and reporting how activities build confidence, wellbeing, life skills, educational success and a sense of belonging.
- Develop and maintain robust project plans, coordinating delivery partners to achieve agreed activities, milestones, outputs, outcomes and quality standards.
- Work across the Charity to ensure projects comply with safeguarding, due diligence, data protection, financial and operational procedures.
- Liaise with children and young people, parents and carers, and delivery partners to recruit eligible participants, assess suitability, allocate oversubscribed places fairly and manage waiting lists.
- Create and maintain accessible activity information and application processes; process applications accurately through the internal database and ensure participants and families receive timely joining instructions and updates.
- Keep activity information on the website accurate and current, and coordinate promotion through social media and partner networks to maximise reach and engagement.
- Lead and manage the Youth Council, ensuring children and young people help shape programmes and embedding their voice across the Charity's work.
- Research and source high quality resources and complementary wellbeing initiatives that respond to the needs of Naval children, young people and their families.

Funding

- Liaise and develop positive relationships with Charity stakeholders and project funders.
- Fulfil funders' monitoring and reporting requirements.
- Support the SLT in planning future project opportunities by contributing to the development of grant funding bids.

Finance

- Support effective financial management, decision making and value for money by developing, monitoring and reporting on project and core operating budgets.
- Maintain accurate financial records for all projects and the Charity's core operations, including via the Charity's internal CRM.

Other

- Work with the CEO, Digital Marketing Lead, and wider Charity Team to support the promotion of projects to diverse audiences.
- Any other duties as allocated by the line manager following consultation with the post holder.
- The successful candidate must be willing to attend occasional meetings and events across the UK which will include travel, weekends and overnight stays.
- Produce regular reports to Trustees at Main Board Meetings and other sub-committee meetings.

Person Specification

Essential skills and experience	• Project management qualification (e.g. APM, PMQ or PRINCE2) or equivalent experience. • Experience of budget management and proficiency in Microsoft Office tools, with willingness to learn new systems. • At least two years' successful experience in fundraising, programme management, partnership working or a similar role. • Strong networking, stewardship, influencing skills, articulate and persuasive written and verbal communication skills. • Strong emotional intelligence and teamwork, ideally with experience managing complex, multi-partner projects and building partnerships with diverse external stakeholders. • Initiative, strategic thinking and a creative, practical approach to problem solving and long term planning. • Experience delivering complex projects to agreed quality, time and budget requirements. • Experience identifying, securing and managing grant funding. • Ability to develop and oversee detailed project plans, budgets and monitoring arrangements that support high-quality delivery, effective governance and demonstrable impact. • Clean UK driving licence
Desirable skills and knowledge	• Experience in sourcing opportunities for children and young people • Creative and practical approach to problem solving, strategic thinking and long-term planning. • Ability to analyse project data, identify key findings and produce accurate, persuasive reports for funders, senior leaders and Trustees. • Excellent presentation skills, with the ability to communicate complex information clearly, accurately and appropriately to different audiences.

	• Familiarity with the Royal Navy community and the Service charity sector.
Personal qualities	• Commitment to the Naval Children's Charity's values. • Integrity, honesty and professionalism in all aspects of the role. • Ability to treat everyone with respect, dignity and fairness. • Willingness to take responsibility for actions and remain accountable. • Collaborative and supportive team player.

This job description is not intended to be exhaustive. Duties may change from time to time to reflect the needs of the organisation. The document will be reviewed in consultation with the postholder as the role and the Charity's services develop.

The Naval Children's Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and associated professionals are expected to share this commitment.

Next steps

To apply, please complete an application form available from our website. Alongside the application form, candidates are asked to send in a letter/ personal statement setting out the values, skills and experience that makes you suitable for this role.

We hope that this candidate recruitment pack has piqued your interest in joining us and we would actively encourage you to have a pre-application chat if you would like to do so. To arrange please contact Sara Smith, Head of Operations sara.smith@navalchildrenscharity.org.uk.

Timeline for the recruitment process for this role is detailed below:

Deadline for applications	Friday 6th November
In-person interview	Tuesday 24th November Location: Portsmouth

Applications will be assessed as they are submitted on a rolling basis and recruitment may be closed at any time.
We are committed to finding the best fit for our team and creating a fair, objective recruitment process. Therefore, as part of our selection process, shortlisted candidates will be asked to complete the following assessments provided by Thomas International:

- Personal Profile Analysis (PPA)
- Trait Emotional Intelligence (TEIQue)
- High Potential Trait Indicator (HPTI)

To find out more please visit:
https://www.thomas.co/assessments/psychometric-assessment-aptitude-tests

Appointment will be subject to satisfactory references, evidence of the right to work in the UK and an appropriate Disclosure and Barring Service (DBS) check.

Naval Children's Charity

The Naval Children's Charity aim to provide help and support for children and young people who, through personal circumstances, are in need, hardship or distress. Our Vision is to be ready in a changing future to ensure that every deserving and eligible child has information and access to support from the Naval Charity Sector – because a society that has children at its heart is a better society for everyone.

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Registered CIO: The Naval Children's Charity 1160182 and SC052322 in Scotland.