

Gingerbread*

Fighting for single parents and their children

Planning Lead

Job specification



Gingerbread, the charity for single parent families, is registered in England and Wales as a company limited by guarantee, no. 402748, and a registered charity, no. 230750.

Welcome



Victoria Benson
CEO, Gingerbread

Thank you for your interest in joining the Gingerbread team. This is an exciting opportunity to join a passionate and inclusive organisation making a real difference to single-parent families across England and Wales.

This pack will tell you more about our charity. It includes details of the role you're interested in, how to submit your application and some background information about our history and the work we're doing today.

Gingerbread is the charity for single parents. If you take the next step of your career with us, you'll be joining a small team who punch above our weight in the impact we deliver. We challenge discrimination, and campaign against the inequalities single parents face. We support single parents by providing them with expert advice and information. And we build connections – providing a support network so that no single parent is ever alone.

There are over 1.8 million single parents in England and Wales. Although the majority of them are working, they're twice as likely to live in poverty as couple parents. And too many single parents experience loneliness, worry and the impact of negative stereotypes in the media and wider society. Gingerbread is leading the fight to create a society where all single parents and their children can thrive. We hope you'll consider joining us.

As you'd expect, we're a family-friendly charity. We offer a supportive team culture and good work-life balance, while delivering impressive results. As a single parent myself, I know how difficult (and rewarding) it can be to be part of a single-parent family. I am passionate about the work we do, as are all the team.

We'd be delighted to discuss this role with you so please get in touch by emailing recruitment@gingerbread.org.uk if you'd like any more information. We look forward to hearing from you.

A handwritten signature in black ink that reads "Victoria Benson".

What Gingerbread does

Gingerbread has supported and championed single parents since 1918. Originally called the National Council for the Unmarried Mother and her Child, we've worked for over 100 years to make sure that single parents are not forgotten.

Our campaigns have led to changes in the law. We've influenced the government and challenged stigma and stereotypes. Our expert advice and information help tens of thousands of single parents every year.

Through our policy work, we ensure that our members' concerns and experiences are taken to the heart of Westminster and our in-person and online communities can be found across England and Wales, providing support and friendship to thousands of single parents and their children.

In 2022, we launched our **latest strategy** with a focus on improving the financial situation and the mental health and wellbeing of single parents.

Our vision

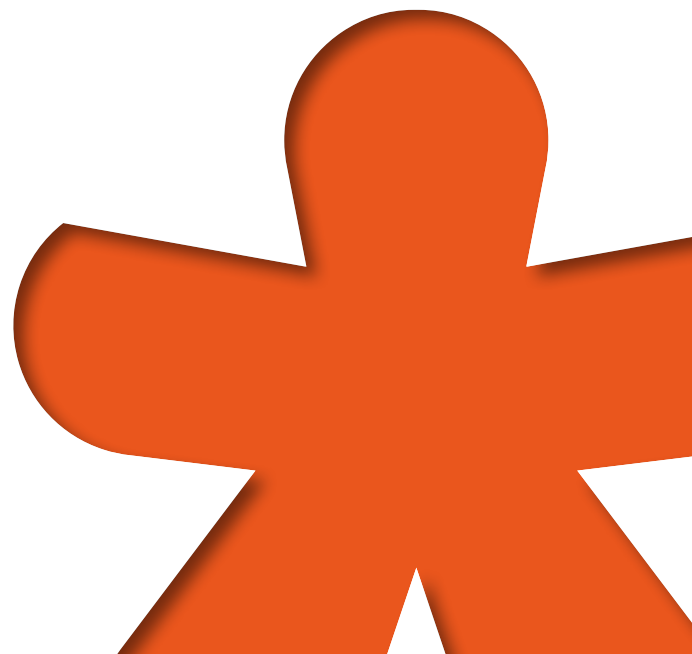
All single parents and their children thrive.

Our mission

We stand with and support single parents to overcome disadvantage, inequality and injustice.

Our values

- **To be brave**
- **To be inclusive**
- **To be trustworthy**
- **To be supportive**
- **To be ambitious**



Working with Gingerbread



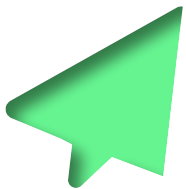
Where we work

Gingerbread's office is based in Kentish Town, London; however, our work spans across England and Wales.

Our address is:

Unit B, Mary Brancker House,
54-74 Holmes Road,
Kentish Town, NW5 3AQ

We currently operate a hybrid working environment and support applications from those wishing to work remotely.

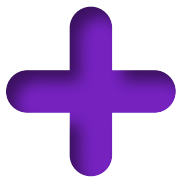


When we work

Staff can work between 7.30 am and 7.30 pm; agreeing a schedule with their Line manager. Most full-time roles are for 35 hours per week, however, some of our teamwork non-standard hours or part-time.

We would also consider other requests for flexible work patterns.

Gingerbread welcomes flexible working requests from day one and has a Flexible Working Policy in place to support the team. While we cannot guarantee that all requests will be approved, we can ensure that they are all carefully considered.



Equal opportunities

Gingerbread wishes to actively encourage applicants from diverse backgrounds, including underrepresented communities and single parents.

To help us monitor the effectiveness of our recruitment, please complete a diversity and equality questionnaire on **MS Forms**. This data is completely anonymous, is stored confidentially by our HR department and will not be seen by the selection panel.

What we can offer you

We offer our staff a wide range of health, wellbeing, lifestyle and financial benefits.

Working culture

- A welcoming and supportive workplace
- Open to flexible working requests from day one to support work-life balance
- Free tea and coffee available in the office
- Training and development opportunities
- Two charity days a year to volunteer with an organisation of your choice
- Be part of a team making a difference for single parents across England and Wales.

Money

- A competitive salary that is annually reviewed
- Workplace pension with Aegon (Gingerbread makes a 5% contribution)
- Matched pension increase (up to 2%)
- Interest-free season ticket loan up to £10,000
- Death-in-Service benefit
- Income protection insurance.

Time off work

- Generous annual leave allowance of 28 days plus bank holidays
- Office closure between Christmas and New Year
- An extra day's leave after two years' service
- Day off on your birthday
- Able to buy or sell up to five days of annual leave a year.

Health and lifestyle

- Employee Assistance Programme (Employee advice line and discounts/promotions from leading name brands, restaurants and cinemas)
- Cycle to work scheme to help you buy a bike
- Eye tests and contribution to glasses needed for your job
- Technology loan scheme
- Critical illness cover.

What we can offer you

We are trialing a 4-day week!

Gingerbread is excited to announce that we are trialling a 4-day week until March 2024, with the office closed on Fridays. To maintain essential services, we have reduced our working hours to 30 per week, down from 35 hours per week.

Feedback from single parents to our advice service, alongside our policy research, shows that flexible work is incredibly important to single parents.

Gingerbread employs a number of single parents, and it is important that we lead the way in supporting them and all of our colleagues to thrive at work.

Evidence shows that a 4-day week is good for employers and employees. We want our staff to be happy and able to strike a positive work-life balance. The 4-day week will allow us to do that with no expected loss in productivity.

We know that the Gingerbread advice service is a lifeline to many single parents and it is essential to note that there will be no loss in service - in fact, our advice service will operate for more hours, allowing Gingerbread to continue to offer expert help and advice to single parents at times that work for them.

Our preparation for a 4-day week

We have not embarked on this trial lightly with a considerable planning period before the trial's launch. We met with other not-for-profits who took part in the 2022 pilot to develop a suite of tools that will allow us to monitor the impact of the trial on the organisation, including on staff productivity and wellbeing, and make changes during the trial to maximise its success. We have also produced guidance for managers so they feel able to support their teams and we have set up a working group so that staff can feed into how the trial is run.

What will we do if the 4-day week trial ends?

We will return to a full-time post being 35 hours per week (the rest of the roles will return to their pre-trial hours).

We will continue to be flexible and welcome flexible working requests so staff can ensure the hours work for them.

Completing an application form



If you have any questions about completing the application form or the application process, please contact the HR team:

recruitment@gingerbread.org.uk

We would like to take this opportunity to remind you that you will require an existing right to work in the UK for us to progress your application.

We strongly recommend you look through the Gingerbread website before starting the application form.

[Click here to access the online application form.](#)

The application form is split into three sections:

- **Section 1**

This section asks you to submit your personal details and availability, this section is for HR only and will not be available to the selection panel.

- **Section 2**

Experience and education, this is your opportunity to set out your employment history, relevant experience and training/qualification.

- **Section 3**

In this section you will find questions that will assess your response to competency-based questions.



Job description

Job title		Planning Lead	
Hours:	35 hours per week (30 under the 4-day week trial)	Salary:	£39,000pa
Based at:	Hybrid	Reports to:	Head of Finance & Resources
Job purpose			
<p>We are seeking a Planning Lead to help translate Gingerbread's strategic ambition into reality through effective plans and projects, and a range of tools and processes which facilitate this. This is an opportunity to lead and facilitate strategic planning and project management across the organisation thereby supporting our established monitoring and evaluation processes.</p> <p>You will support Gingerbread to develop plans and projects to deliver on its strategic aims. You will do this by developing resources, designing processes and offering support to individuals and teams throughout the charity. This role will ensure we have effective planning processes and standardised tools in place and that teams are confident in applying these tools and practices in order to achieve aims and deliver on our strategy.</p> <p>Candidates are welcome to demonstrate their ability to match the person specification by expanding on how their experience, training and/or qualifications might have provided them with the knowledge or skills required for the role. Successful candidates will be appointed on merit.</p>			
Key responsibilities			
Role Specific		<ul style="list-style-type: none">• Develop a planning infrastructure for the organisation, standardising our approach to planning and managing projects, assessing for ongoing improvements, and effectively implementing changes.• Track and monitor the effectiveness of planning processes and project management tools, and the application of standardised tools and templates across Gingerbread teams and projects, working with the Evaluation and Impact Manager to report on progress and support teams with recommendations.• Provide colleagues with training, advice and tools on managing and embedding change.• Support the Senior Management Team in the annual development of the organisational operational plan.• Lead, support and contribute to the planning, set up, delivery and evaluation of projects and programmes to ensure alignment with our strategic priorities and their effective implementation.• Collaborate with those responsible for specific projects and teams to collect performance insights and evaluate obstacles and risks, supporting overcoming challenges.• Look for opportunities to help digitally enhance or transform, the existing processes and	
Corporate		<ul style="list-style-type: none">• To take a flexible approach to work and duties within an appropriate level of responsibility, carrying out other duties as directed by the Senior Management Team• To actively contribute to organisational cohesion, encouraging cross-team working and a problem-solving approach• To work in line with Gingerbread's values and Code of Conduct• To take personal responsibility and ensure compliance with corporate policies, including safeguarding, confidentiality, health and safety, data protection and risk management.• To support a digital-first and collaborative approach to all work• To champion and promote equality and diversity in your work area and the broader organisation.• To ensure single parent voice and experience informs the design and development of your work where possible	

Person specification

Criteria	To be assessed via application	To be assessed at interview	To be assessed via task
Experience			
Experience in establishing and managing strategic and business planning processes that enable de-veloping and delivering outcome-focused, impactful strategies and plans.	✓	✓	
Managing small to medium-size projects and initiatives through part or all of their lifecycle and managing the associated internal and external resources to deliver planned benefits.	✓	✓	
Experience of facilitating and leading meetings with internal stakeholders at various seniority levels.	✓		
Designing, implementing, coordinating, and continuously improving processes that facilitate the development of strategy and plans.		✓	✓
Building capability across the organisation with planning and monitoring.		✓	
Building organisational capability with programme, project and change management.		✓	
Qualifications, training, skills and abilities			
Exceptional communication and relationship management skills, including experience working with senior colleagues.		✓	
Confidence interpreting data to identify where improvements are needed and to support teams to change processes and approaches.		✓	✓
Agility in responding to changing priorities, requirements and stakeholders.		✓	
Collaborating with colleagues at all levels and in all parts of the organisation, setting clear expectations and supporting others to meet them.		✓	
Knowledge/understanding			
Demonstrable knowledge and experience of innovative and proactive problem-solving.	✓		✓

Person specification

Criteria	To be assessed via application	To be assessed at interview	To be assessed via task
Desirable			
Experience in change management.		✓	
Experience in project management or knowledge of project management through obtainment of a qualification, such as PRINCE2	✓		
Corporate			
A commitment to the work of Gingerbread and to improving the lives of the UK's 1.8 million single parent families.	✓	✓	
Able to work confidentially in a digital office, including standard Microsoft Office software packages and CRM bases and identifying opportunities to use digital to improve efficiency.		✓	
Highly developed understanding of the principles of equality, diversity and inclusion and how it affects the organisation.		✓	