



Marriage Support Manager

Job title:	Marriage Support Manager (full-time)
Post Level:	2
Based:	Care for the Family's Head Office (Tovey House, Cleppa Park, Newport NP10 8BA)
Duration:	Permanent
Reports to:	Lead Manager Family Life

Background

Care for the Family is a national family charity running events and courses across the UK, and creating resources that are used all over the world. Our work is motivated by Christian compassion, and our resources and support are available to everyone, of any faith or none. Our aim is to promote strong family life and to help those hurting because of family difficulties. Our focus is to improve the emotional wellbeing and resilience of adult family members, which in turn will improve outcomes for any children within a family unit.

The charity delivers a wide range of family-building events, including conferences, training programmes and seminars across the UK, attended by tens of thousands of people each year. The services are built on the three pillars of Marriage Support, Parent Support and Bereavement Support. Additionally we have a stream of support and resources under the umbrella of *Faith in the Family* which address issues specific to those families who share our Christian faith.

Marriage Support is the broad term that covers marriage preparation and marriage enrichment. Our services and resources are also available for couples in committed relationships.

Working across and alongside other departments within Care for the Family, and with other organisations, the role of the Marriage Support Manager has two key purposes:

- To be the person within the organisation who is 'thinking' marriage.
- To regularly review the content and effectiveness of Care for the Family's existing marriage support services and identify new ways of supporting couples.

Main areas of responsibility

- Review and develop existing marriage support services/resources in order to extend their reach to as many people as possible
- Keep up to date on current research and practice
- Identify gaps in provision of marriage support where there is a clear felt need and where Care for the Family could provide support if appropriate
- Plan and, working with the Resources Team where appropriate, develop new services and the content of new resources to meet identified needs
- Liaise, as appropriate, with teams within the organisation who are promoting the take-up and delivery within the church and community of Care for the Family's marriage support services and resources
- Provide specialist input into content for events, resources, PR, promotion and social media campaigns, etc

Secondary areas of responsibility

- Represent CFF at meetings, forums, exhibitions etc as appropriate
- Own and develop Marriage Support pages on the CFF website
- Effective budget setting and control
- Fully participate in, and contribute to, the wider agenda of the Family Life department

Knowledge, skills and expertise	Essential	Desirable
Be able to demonstrate good creative skills	✓	
Be a self-starter with good time management skills who is able to prioritise effectively, whilst at the same time being a good team player	✓	
Have a good understanding of the needs of engaged and married couples, and couple relationships in general	✓	
Have proven experience of co-ordinating project work	✓	
Have proven experience of developing content for new resources and material	✓	
Be IT literate (internet and Microsoft applications) and confident with using digital/social media platforms – or have the ability to learn	✓	
Have excellent general communication skills (written and verbal) and with the confidence to discuss initiatives with colleagues at all levels within the organisation, and outside	✓	
Be able to undertake occasional travel throughout the UK, which may include overnight stops	✓	
Ability to drive and hold a valid UK driving licence	✓	
Previous experience of marriage education and support within the voluntary, community or public sector		✓
Experience of setting and managing a budget		✓

Care for the Family is an organisation which has adopted a Christian Ethos statement. Our Equal Opportunities Policy includes facility for justifying that certain posts have an occupational requirement that they be occupied by people who can demonstrate a personal Christian faith. This particular post has such an occupational requirement attached to it.

Our ideal Manager – Marriage Support will...

...be passionate about making a difference.

Every marriage is different, but all marriages experience ups-and-downs – there are romantic times when the sun seems to be always shining and tough times when winter seems to have set in for good. You'll want to support couples in their relationship whether they are preparing to get married or have been together for years, and in the good times and the bad.

...be excellent at communicating.

You will be adept at writing engaging copy designed for your specific audience, but also know when the right image speaks better than just words. And you'll be confident in speaking, whether that's giving a presentation, engaging in a significant one-to-one conversation or giving an interview.

...be creative and innovative.

You will be proactive and have an ability to think outside the box to find ways to better support families, whilst at the same time promoting and maintaining our existing excellent services.

...be a team player.

Your role will involve working across teams and you will have the ability to build positive relationships with people at all levels in the organisation.

Terms and Conditions

- This is a full time salaried position. The salary will be £29,000. (*If you are interested in the position but could only consider a part-time contract, please contact June Way on 029 2081 0800 to discuss further.)
- Daily working hours are 7½ hours a day Monday to Thursday inclusive and 7 hours on a Friday. These hours exclude an unpaid lunch break of minimum length ½ hour to be taken each day between 12.00 and 14.00.
- This position is primarily office based, but it will also be necessary to travel, and to work days and hours that vary from the standard pattern, in accordance with operational requirements. If the hours worked exceed 37 hours in any particular week, the post-holder will be entitled to time off in lieu, in line with the organisation's guidelines.
- The position is offered subject to the satisfactory completion of a three-month probationary period.
- Holiday entitlement is five weeks per annum (rising to six weeks after two years' continuous service, if appropriate) plus statutory holidays.
- CFF operates a group personal pension scheme and will contribute a monthly payment equivalent to 10% of an employee's gross monthly salary to their plan within the scheme, once conditions for entry to the scheme have been met.



Care for the Family is a private company limited by guarantee (no 3482910) registered in England and Wales as a charity (England and Wales: 1066905, Scotland: SC038497) and governed by a Board of Trustees

www.careforthefamily.org.uk