Tender
Application Pack

Tender Mentor (RE:SET) - Bradford

October 2026

About Tender

Thank you for your interest in this role. Tender is a nationwide charity harnessing the power of drama and the arts to educate children, young people and adults about healthy relationships. Our innovative, interactive approach empowers children, young people and adults with the skills and knowledge to recognise unhealthy relationships, nurture healthy ones, and seek support if they need help.

Domestic abuse happens across all socio-economic groups, meaning it can be experienced by anyone. Even with a mandatory statutory Relationships, Sex and Health Education curriculum in place, young people aren't receiving the consistent support they need to navigate this risk. There is therefore a vital need for age-appropriate education around these issues from an early age.

Our programmes are safe, enjoyable, age-appropriate spaces where young people can engage with sensitive topics and "rehearse" for real-life scenarios. Participants are encouraged to be both consumers and producers of learning through script-work, role-play and creative media such as films and art. Throughout, we enable young people to explore their choices, rights and expectations in relationships and to recognise the early warning signs of abuse.

Our programmes are informed by 20 years' experience delivering healthy relationships programmes with children and young people (including care-experienced young people, young people with SEND, and young offenders), teachers, youth practitioners and parents/carers across primary and secondary schools, sixth forms and specialists youth settings.

In primary schools, we build strong foundations through exploring healthy friendships and family relationships. We develop these skills further in secondary schools and youth settings, where we focus on healthy intimate and romantic relationships. Across all settings, we provide training and resources for professionals working with young people to support them in preventing abuse. We also provide training for workplaces to address a range of issues, such as bullying and harassment, and promote healthy workplaces.

To find out more about our work, please visit www.tender.org.uk.

About the role

RE:SET (Relationships Education: Schools Equality Toolkit) is Tender's year-long Whole School Approach programme, which has been delivered in schools across the country since 2021 (including 3 in our North region). The programme centres around an online toolkit to support primary, secondary and specialist schools to explore, adapt and reset their existing relationships education across the whole school, guided by a dedicated Tender Mentor. Participating schools are equipped to promote healthy, equal and respectful relationships and become Healthy Relationships Champion Schools.

The Tender Mentor plays a crucial role in this process. You will build strong relationships with schools and work collaboratively to develop and deliver a programme of activities in each school, engaging senior leadership, teachers, staff, pupils and parents/carers. You will be a core member of the wider Tender team, linking the RE:SET programme with Tender's other work with both children and young people and adults in the North. You will play a central role in ensuring teachers are equipped to support young people to feel valued, heard and supported in their education and to cultivate healthy relationships.
We're recruiting one new Tender Mentor who will be working in **five secondary schools in Bradford** between January 2027 – December 2027.

If you have the right skills for the job, we want to hear from you. We welcome applications from people from all backgrounds and with all different kinds of life experiences, including those who have had breaks in their careers for any reason.

We particularly welcome applications from candidates from minoritised ethnic backgrounds, who are LGBTQ+ or who have a disability. We have made a positive commitment to employ disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in the role profile and person specification. If you wish you can apply for consideration under the guaranteed interview scheme, please note this in your supporting statement.

You must have the right to work in the UK to apply for this role. Unfortunately, we are unable to provide sponsorship for work visas in any circumstances.

Please note our position on use of AI in job applications on page 8 before using AI for your application. Before you submit an application we will ask you to confirm the information you provide is true and accurate. We may reject applications where AI is used inappropriately at any stage of the process.

JOB DESCRIPTION
TENDER MENTOR (RE:SET)

Role Purpose

The main purposes of the role are:

- Across a full year, mentoring designated staff at 5 mainstream secondary schools in Bradford to deliver an agreed programme of activity across the whole setting and surrounding community as part of Tender's RE:SET programme.
- Delivering workshops, training and campaigns to adults (setting staff, parents/carers and school community) as well as children and young people.
- Supporting the Programme Manager (North) to manage relationships with Tender's internal and external stakeholders, including colleagues, workshop leaders, teachers, delivery partners and other service professionals.
- Monitoring and evaluating the impact of RE:SET projects.
- Supporting each setting's designated Project Delivery Team to regularly update their profile on the RE:SET website and provide regular communications to all settings through the CMS (Content Management System).

Main Responsibilities

Project delivery

- Planning, delivering and evaluating RE:SET projects in 5 mainstream secondary schools in Bradford to ensure each setting achieves the status of Healthy Relationship Champion Setting.
- Coordinating and facilitating regular sessions with each setting's designated RE:SET Project Delivery Team to mentor setting staff and provide expertise in the delivery of relationship education.
- Co-designing a Project Delivery Plan and Evaluation Plan with each setting's RE:SET Project Delivery Team to deliver training and activity with staff, governors, children and young people, and parents/carers.
- Working collaboratively with the Tender North team to deliver Tender's E-Learning course to setting staff.
- Co-delivering in-person sessions with Tender North freelance facilitators as required
- Developing resources and content with the Programme Manager (North) in order to develop and disseminate RE:SET content.
- Working with the Programme Manager (North) to monitor and evaluate project progress and performance against internal outcomes and learnings targets and external reporting requirements to ensure projects are delivered to plan and on time.
- Supporting settings to complete modules and record their progress through the RE:SET website.
- Supporting the Programme Manager (North) to ensure effective quality assurance and the overall integrity of the RE:SET programme

Relationships

- Being a reliable and supportive lead contact for assigned RE:SET settings and a reliable and supportive voice for the setting's Project Delivery Team.
- Promoting a collaborative and positive team dynamic that supports staff wellbeing, high morale and excellent performance across all RE:SET delivery teams and each designated setting's Project Delivery Team.
- Supporting the Programme Manager (North) to manage relationships with relevant settings to facilitate the delivery and success of RE:SET projects.
- Supporting the Programme Manager (North) and senior Projects Coordinator (North) to manage relationships with other stakeholders involved in the delivery of projects, including workshop

leaders, partner organisations, and professional specialists, to ensure stakeholders remain engaged in and committed to the projects' success.
- Working with colleagues to manage information flows and communication to ensure knowledge of and learnings from projects are known and understood across Tender.

Administration

- Completing all mandatory training and proactively seeking opportunities for ongoing professional development.
- Logging, tracking and updating project management documentation and the RE:SET online toolkit (including project booking, securing contracts, carrying out risk assessments) to facilitate transparency of decision-making and accuracy of reporting.
- Following monitoring and evaluation procedures to ensure the results of projects are recorded accurately and in a timely manner using specified systems, including CMS, Salesforce and SharePoint.
- Contributing to the monitoring and managing budgets for RE:SET department, within the parameters agreed by the Programme Manager (North) and the Finance Director.
- Undertaking any other reasonable duties commensurate with the grade and competencies required of the post requested by the line management

Person specification

Knowledge	**Essential (E) OR Desirable (D)**	**Assessed in application (A) OR interview (I)**
Understanding of the violence against women and girls' sector, current and developing policy, and practice in preventing VAWG	E	A&I
Understanding of mainstream secondary schools	E	A&I
Understanding of the statutory requirements under the Relationships, Sex and Health Education curriculum	E	A&I
Understanding of the importance of a trauma informed approach in facilitation	E	A
Proficiency in office software, including Word, Excel, PowerPoint	E	A
Understanding of the use of applied arts for social change	D	A
Proficiency in Salesforce	D	A

Experience	**Essential (E) OR Desirable (D)**	**Assessed in application (A) OR interview (I)**
Experience of delivering projects in the VAWG sector, preferably in educational settings, or in schools	E	A
Experience of building and maintaining successful	E	A

relationships with a diverse range of partners across corporate, public, and third sectors		
Experience of monitoring and evaluation of projects	E	I
Experience of monitoring budgets	D	A
Experience of delivering adult training	D	A
Experience of delivering creative workshops e.g. drama-based sessions with secondary aged young people	E	A&I

Skills and behaviours	**Essential (E) OR Desirable (D)**	**Assessed in application (A) OR interview (I)**
Ability to coordinate complex projects involving a range of internal and external stakeholders	E	A
Ability to think ahead and proactively manage priorities and risks	D	I
Commitment to safeguarding and equal opportunities	E	I
Ability to manage your own time and priorities to meet agreed objectives	E	I
Willing and able to travel as required by the role	E	A

Summary of terms and conditions

Title	Tender Mentor (RE:SET) - Bradford
Department	Tender North
Reporting to	Programme Manager (North)
Contract	Part-time, fixed term (2.5 days Jan 27-Dec 27)
Salary	£33,220 pa (pro-rata). **Please note, our salaries are fixed to counter inequity, and we do not negotiate at offer stage.**
Hours	Part-time (17.5 hours per week)
Place of work	Home based, with regular travel to secondary schools in Bradford
Benefits	25 days holiday pa (pro-rata) plus public holidays Employer contribution to pension Employee assistance programme

You must have the right to work in the UK to apply for this role. Unfortunately, we are unable to provide sponsorship for work visas in any circumstances.

GUIDANCE NOTES FOR APPLICANTS

Application process and key dates

Please submit your CV, including education, qualifications, and full employment history and any other relevant experience showing responsibilities and relevant achievements. Please also submit a 1 – 2 page supporting statement that demonstrates how you meet the criteria in the person specification. Both documents can be submitted using our recruitment portal for the Tender Mentor role.

If you need this information or any of our job application forms in an alternative format, please contact us by email at home@tender.org.uk or by phone, on 020 4583 5113. We are happy to receive applications in alternative formats. If you would like to have an informal conversation about the role before applying, Angharad Turner-Fielder (Programme Manager (North) would be happy to speak to you. You can contact Angharad at angharad@tender.org.uk.

Closing date for applications:	**Sunday 15th November 2026**
Shortlisting:	**From 16th November 2026**
Interviews:	**From 23rd November 2026**
Start date:	**Monday 4th January 2027**
Mandatory training date:	**Monday 11th January 2027 (in London)**

Due to the volume of applications we receive, we are unable to provide candidates with feedback about their applications. We will provide feedback to any candidates shortlisted for interview.

Writing your supporting statement

The supporting statement plays a key part of our recruitment and selection process. We use the

information you provide to decide whether or not to invite you for an interview. It is important that you complete the supporting statement as fully and accurately as possible, ensuring that you give specific examples which demonstrate how you meet the essential and desirable criteria for the role for which you are applying. Incomplete applications are unlikely to pass shortlisting.

The supporting statement is intended to allow you to provide evidence of your experience, knowledge, skills and abilities that are relevant to the role as described in the role profile. Selection is based on the evidence you provide against the requirements of the role as set out in the person specification. It is important that you tailor your response to clearly demonstrate how you meet each requirement. No assumptions will be made about your achievements and abilities.

Please provide examples of past experience that clearly demonstrate what we are looking for, and be precise about what you did, how you did it and the outcome or results of your actions. A useful guide is the STAR method:

- **Specific**: give a specific example
- **Task**: briefly describe the task/objective/problem
- **Action**: tell us what you did
- **Results**: describe what results were achieved

Please provide examples from work experience, or from other aspects of your life such as voluntary work, school or college work, or family/home responsibilities.

Use of AI

Supporting statements should reflect your experiences, qualifications and understanding with personal examples. Using a generic AI-generated personal statement is unlikely to demonstrate your personal experience in line with the person specification, which may result in you not being shortlisted.

You might want to consider the following uses of AI:

- Check spelling or grammar
- Improve clarity or structure
- Reformat your content to make it easier to read
- Generate prompts to help you reflect on real-life experiences

We value honesty, individuality, and lived experience. By keeping your application genuine and using AI solely as a support tool, you will help us understand who you are, how you work, and how you will make a meaningful contribution to the people and communities we serve.

Do not use AI to:

- Inflate or invent your skills and experiences
- Create generic responses and copy these into your application
- List generic skills (like leadership or teamwork) without providing real evidence from your own work

Before you submit an application we will ask you to confirm the information you provide is true and accurate. We may reject applications where AI is used inappropriately at any stage of the process.

Equality opportunities

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to Tender's performance and to develop a culture that positively

values diversity. We are committed to achieving and maintaining a workforce that broadly reflects the local communities in which we operate.

If you have the right skills for the job, we want to hear from you. We welcome applications from people from all backgrounds and with all different kinds of life experiences, including those who have had breaks in their careers for any reason.

We particularly welcome applications from candidates from minoritised ethnic backgrounds, who are LGBTQ+ or who have a disability. We have made a positive commitment to employ disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in the role profile and person specification. If you wish you apply for consideration under the guaranteed interview scheme, please note this in your supporting statement.

We ask applicants to complete an equal opportunities monitoring form. This is voluntary, but the information we ask for goes towards helping us ensure we are an inclusive employer by monitoring diversity in the workplace. This form will not be seen by anyone involved in reviewing applications or interviewing candidates. We will only use your information for the purposes specified on the form and detailed in our Privacy Notice (available on our website).

Our roles are open to discussion about flexible working, which would include arrangements such as part-time working, formalised flexi time, fixed working hours, working from home and job-sharing subject to business needs.

Please let us know if you require any adjustments to be made to the shortlisting process or to provide any information you wish us to take into account when considering your application. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment at that stage. Please be assured we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process and, should you be appointed, as part of your employment with us.

Safeguarding

This role is subject to a disclosure and barring service enhanced disclosure check (including child barring list) being sought from the Disclosure and Barring Service, and the successful applicant will be required to register with the DBS Update Service. If you already have a DBS certificate, and are registered with the DBS Update Service, please include this information in your application. If you are the successful candidate, we will ask for your permission to access the DBS Update Service and we would also need to view your disclosure certificate.

The successful candidate will be required to provide evidence of entitlement to work in the UK. All job offers are subject to the receipt of two satisfactory references: one of these should be your present or most recent employer, the other could be someone who knows you in a work-related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for.

Data protection

Tender is committed to complying with data protection regulations. We only use your information for the purposes specified on this form and detailed in our Privacy Notice. Please note that your application form will be stored securely, and the information you have provided will not be disclosed to any outside agency unless we are obliged to do so.

Forms from successful applicants will be used as a basis for the personnel record. Forms from unsuccessful applicants will be destroyed after 6 months, with the exception of forms from applicants who have consented for their details to be held on file for future vacancies; these forms will be held for a further 18 months.

Complaints procedure

Any applicant who considers that they have been unfairly treated or discriminated against can contact Trupti Reddy (trupti@tender.org.uk) in writing or by email. Complaints received within one month will be taken seriously and investigated promptly and sensitively by the CEO and DIP, who will advise of the outcome. This does not affect your legal rights.