

# THE SCIP ALLIANCE HUB HANDBOOK

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# FOREWORD

The UK-wide Hub Network is at the core of the Alliance Community. It was the first expression of what it meant to be part of the Alliance and continues to be at the forefront of research, practice and policy combining to make a demonstrable difference to the lives of Armed Forces children,

This Handbook both captures this origin story and develops it in keeping with the evolution of the Network and the work of its members. It provides the dual benefits of the strong foundation of consistency and efficiency found in shared approaches, processes and resources with the freedom to tailor what each Hub builds on top of it to meet the unique needs and priorities of their local context. I invite you to make the most of the benefits of the commonality and diversity of the Network captured in this Handbook.

SCiP Alliance Hubs help allies to do together what they cannot do alone. This Handbook provides a supporting framework to enhance and sustain the collaboration (and its impact) that is central to that purpose.

**Philip Dent**  
SCiP Alliance Director



**SCiP Alliance**  
*Hubs help allies to do  
together what they  
cannot do alone.*

# CONTENTS

ABOUT THIS HANDBOOK	4
ABOUT THE SERVICE CHILDREN'S PROGRESSION ALLIANCE	4
WHAT IT MEANS TO BE A SCIP ALLIANCE HUB	5
HUB NETWORK PURPOSE	5
WHO CAN JOIN A HUB?	6
HUB OPERATION	7
EXAMPLES OF HOW HUBS OPERATE AND COLLABORATE	8
COMMUNICATIONS AND MARKETING	8
MONITORING AND EVALUATION	9
OTHER NETWORKS	9
HUB LEADS GROUP	9
APPENDIX I: HUB CORE TERMS OF REFERENCE	10
APPENDIX II: HUB CO-CHAIR ROLE DESCRIPTION	11
APPENDIX III: SCIP ALLIANCE STRUCTURE	11
APPENDIX IV: HUB MAP	11

## ABOUT THIS HANDBOOK

This handbook explains what it means to be a SCiP Alliance Hub and will help you understand how you can contribute. A SCiP Alliance Hub provides a safe, supportive space to achieve together what cannot be done alone. You are part of a network of 12 Hubs across the UK bringing people together to help professionals support children and young people in Armed Forces families. This handbook sets out the strong core which provides consistency across the network, while recognising the strength in diversity of approaches within this.

## ABOUT THE SCiP ALLIANCE

The SCiP Alliance is facilitated by a small central team who are there to support you in your work through the Hub. You can contact them on [scipalliance@winchester.ac.uk](mailto:scipalliance@winchester.ac.uk) or individually:

**Philip Dent (Director)**

[philip.dent@winchester.ac.uk](mailto:philip.dent@winchester.ac.uk)

**Rachel Lad (Projects Manager)**

[rachel.lad@winchester.ac.uk](mailto:rachel.lad@winchester.ac.uk)

**Victoria Fisher (Engagement Manager)**

[Victoria.Fisher@winchester.ac.uk](mailto:Victoria.Fisher@winchester.ac.uk)

**Emily Flores (Projects Manager)**

[Emily.flores@winchester.ac.uk](mailto:Emily.flores@winchester.ac.uk)

Each Hub has its own area of the SCiP Alliance website and you can send content you'd like added or updated to [scipalliance@winchester.ac.uk](mailto:scipalliance@winchester.ac.uk)

**SCiP ALLIANCE VISION:**  
*Thriving lives for Service children*

**SCiP ALLIANCE MISSION:**  
*We bring together practitioners, researchers, policymakers and funders to build a stronger evidence-base, better policy and enhanced support for the education and progression of children and young people in Armed Forces families, placing their voices at the heart of all we do*

## WHAT IT MEANS TO BE A SCiP ALLIANCE HUB

**S** CiP Alliance Hubs focus on the education of children and young people in Armed Forces families. Hubs get stakeholders in an area together to identify the needs of the Service children in that area and collaborate on activity to address those needs. The chairs of each Hub are connected to the wider Alliance and to each other through the Hub Leads Group.

The hub network is central to the work of the Alliance, acting as the key driver in expanding the reach and diversity of the SCiP Alliance Community and Hub Network throughout the UK and overseas, and with armed forces partners. This is reflected in our 2022-2026 strategy through the following objectives:

*Increase the scale, diversity and depth of engagement in the Alliance Community*

*Increase the scale, diversity and depth of engagement in the Hub Network*

## HUB NETWORK PURPOSE:

**A** Service Children's Progression Alliance Hub does together what can't be done alone. This is achieved by:

- Building relationships to enable new and better collaborations to develop
- Facilitating communication throughout the network
- Building the capacity and capability of people in the SCiP Alliance's Hub network and developing a knowledge base, for example through the Thriving Lives toolkit

## HUB OUTCOMES:

- To identify and share existing practice and remove duplication; to be a beacon for local practice
- To collaborate on developing and embedding new activity
- To influence the local culture to enable practitioners to effectively support Service children
- To investigate local needs and context, for example sourcing and analysing local data
- To inform and contribute to national and international research
- To ensure the learner's voice is heard



## WHO CAN JOIN A HUB?

Any professional supporting the education of children and young people in Armed Forces families can join their local hub. Interested individuals can join a Hub by contacting the hub chair or co-chairs, using the details on the SCiP Alliance website. The Alliance team may also refer individuals.

Members of a hub shall faithfully and proactively:

1. reflect the perspectives of the group/s, contexts and beneficiaries they represent;
2. contribute to the group in ways that add value to the collective efforts of the Hub and the national network and
3. act as Ambassadors for the Alliance.

## MEMBERSHIP MAY INCLUDE:

EARLY YEARS PROVIDERS	Support children aged 0-5 through the Early Years Foundation Stage
SCHOOLS	Support the education and progression of children and young people
POST-16 PROVIDERS E.G. COLLEGES	Support the education and progression of young people
UNIVERSITIES, UNI CONNECT PARTNERSHIPS	Support progression into and through HE Conduct research
LOCAL AUTHORITIES	Hold data Support schools
THIRD SECTOR E.G. ARMED FORCES CHARITIES, CHILDREN'S CHARITIES, EDUCATION CHARITIES AND YOUTH WORKERS	Support children, young people and families. Expertise on the military and the experiences of military families and/or on education
MOD	The local military perspective, knowledge of the local footprint and support

## HUB OPERATION:

### EXPECTATION OF HUBS:

Coordinated through the appointment of chairs or co-chairs. Each hub will be expected to deliver the following activity:

- Be the principal point of face-to-face engagement with the Alliance for stakeholders and connect people in the local area. This will include:
- Proactively responding to enquiries
- Actively addressing gaps in representation
- Host a minimum of two meetings per academic year, keeping the SCiP Alliance team informed of dates and attendance.
- Collaborate to reduce duplication, develop new activity, improve efficiency and effectiveness
- Commit to developing an annual hub action plan for their area (see below)
- Share and respond collectively to:
  - Effective practice
  - Challenges
  - Ideas
  - Priorities
  - Questions
- Nominate representatives to report to and attend Hub Leads meetings
- Keep the hub pages updated on the SCiP Alliance website

### THE ANNUAL PLANNING PROCESS

- Hubs are encouraged to develop an action plan for their area, to focus on responding to local need. Hubs develop their action plans by asking themselves:
- What is our [Service child population?](#)
- What are the needs of that population?
- What are the needs of our stakeholders supporting them?
- What do we collectively think we need to do?
- How will activity be led and funded?
- How many times will the Hub meet? When and how?
- How will we evaluate?
- How often will the plan be reviewed and revised?



An example of the template used for Hub action plans is available on the Hub Network pages of the SCiP Alliance website. The SCiP Alliance website also contains examples of activities, the [Thriving Lives Toolkit](#), and the latest [research](#).



## EXAMPLES OF HOW HUBS OPERATE AND COLLABORATE

- The South Hub ran a successful [webinar series](#), aligned to the Thriving Lives Toolkit, the series showcased best practice case studies from schools and colleges and highlighted regional providers that work with schools to deliver on the Thriving Lives principles - helping to connect schools, partners and providers.
- The South Hub reviewed activity and operational needs together. This process is documented [here](#).
- The Lincolnshire and East Midlands Hub and the Yorkshire and North East Hub collaborated on Creative Forces delivery. Read how they ran the day [here](#).
- Evaluation experts from several Hubs have collaborated to produce the [nationally designed core evaluation and guidance](#) on running a [Creative Forces event](#).
- Hubs work with local authorities to identify and contact schools and colleges
- [Festival of Friends](#)
- The Lincolnshire and East Midlands Hub has [mapped its structure and relationship to the wider SCiP Alliance community](#)

## COMMUNICATIONS AND MARKETING

One of the great benefits of working as a Network is the impact we can have through clear and consistent messaging to allies (and potential allies).

To aid this, each Hub is supported to use SCiP Alliance branding and provided with a Hub-specific logo for use in communications. To help Hubs make the most of this, guidance has been created, available [here](#). Please include the SCiP Alliance in promotion using the following:

 X: [@scipalliance](#)

 LinkedIn: [scip-alliance](#)

[#Servicechildren](#)





All Hubs will collect (non-personal) high level engagement and activity data about their Hub which they share with the network and central team. Each Hub reports annually on the number and types of organisations involved in the Hub, levels of engagement, activity and events.

- Hub activity varies and this section presents examples of different data collection depending on the purpose of each Hub:
- For events, partnership agreements may be needed, and [privacy notices](#) will need to reflect this.
- The Lincolnshire and East Midlands Hub has produced a [data processing map](#)
- The SCiP Alliance website features an [online events privacy notice](#).
- Hubs share reports documenting major events and activities which the SCiP Alliance central team showcase on the Alliance website.

## OTHER NETWORKS

- [Service Children in State Schools](#) (England)
- [SSCE Cymru](#) (Wales)
- [Forces Children's Education](#) (Scotland)
- [MOD Local Authority Partnership](#) (MODLAP)

## HUB LEADS GROUP

The Hub network is overseen by the Hub Leads Group. This governance group comprises of representatives from the national Hub network, with the purpose of growing the scale and quality of Service children's support throughout the network.

See Appendix 3 for details of the SCiP Alliance Governance structure.

### THE NATIONAL HUB LEADS GROUP WILL:

- Meet at least three times a year
- Review applications to form SCiP Alliance Hubs
- Support Hub Leads and organise opportunities to share experiences and ideas
- Invite each Hub Lead to report to and feedback from meetings
- Provide a mechanism for sharing questions, challenges and successes
- Produce a network evaluation document annually
- List Hub Lead Institutions on the SCiP Alliance website and provide an online presence for Hubs

The Hub Leads group has its own Terms of Reference. These can be viewed [here](#).

## APPENDIX I: HUB CORE TERMS OF REFERENCE

Terms of Reference to be taken as the core for each Hub's individual document were developed collaboratively by a task and finish group and approved by the Hub Leads Group on 12th Nov 2024. They are available on the SCiP Alliance website [here](#).



## APPENDIX II: HUB CO-CHAIR ROLE DESCRIPTION

The chairs and co-chairs are the recognised leads who drive and facilitate collaborative working.

Co-chairs are elected by members of the local hub through an election process, as set out in the Hub Terms of Reference. Members shall elect up to three co-chairs, giving priority to establishing a partnership of at least two organisations representing different sectors.

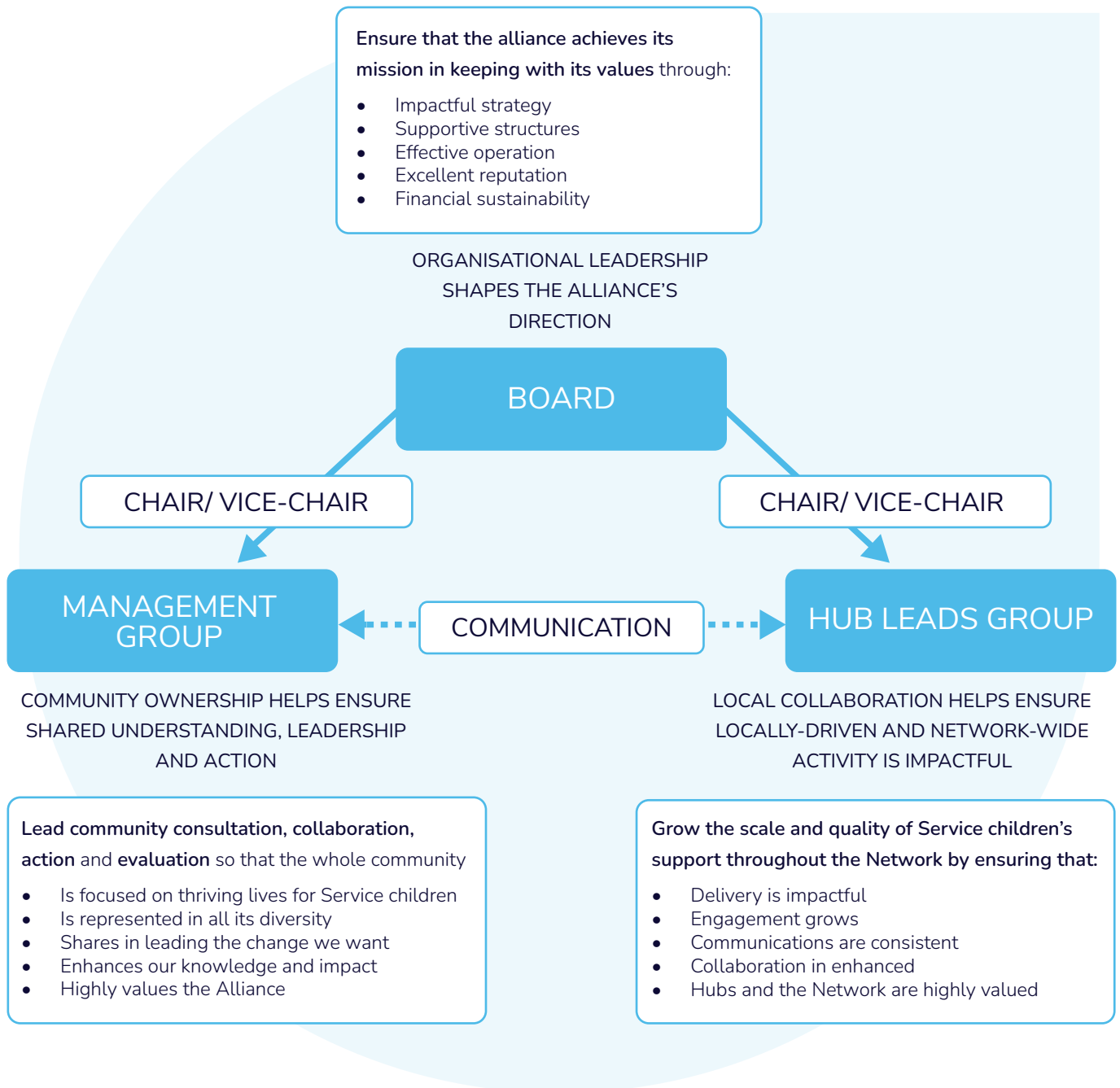
Co-chairs should have the authority to represent the institution and the Hub and the time and travel budget to attend meetings, such as the Hub Leads Group.

Co-chairs will:

- Organise and minute an inaugural meeting with input from the central SCiP Alliance team
- Thereafter convene Hub meetings and organise logistics
- Be an initial point of engagement for stakeholders
- Build relationships and ensure appropriate representation
- Facilitate the development of collaborative projects
- Ensure representation to feedback on the above at national meetings
- Produce data for national meetings and check for member updates to relay
- Report to the Hub on national developments
- Ensure Hub engagement with national initiatives as appropriate
- Share meeting minutes and attendance with the network
- Regularly review the Hub's operation to make sure it is working for all partners
- Collate data and respond to qualitative evaluation questions as required

Hub co-chairs will be recognised as a partner on the SCiP Alliance website and on the SCiP Alliance Hub map.

## APPENDIX III: SCIP ALLIANCE STRUCTURE



## APPENDIX IV: HUB MAP



SCAN TO VIEW