

## Job Description

<b>Job Title:</b>	Education Manager
<b>Contract Type:</b>	Permanent
<b>Responsible to:</b>	Programme Director
<b>Location:</b>	Central London

### Background

The Citizenship Foundation is an enterprising charity. We work to ensure that children and young people are active, engaged and motivated citizens who are able to make a positive difference to the society in which they live – locally, nationally and globally. We do this by helping them develop knowledge, skills and confidence. It's good for them, and essential for strengthening and safeguarding our society and democratic way of life. The Citizenship Foundation has four strategic goals up to 2027:

1. Providing interactive, topical and relevant citizenship learning opportunities – used by more than half of UK schools each year, by 2027
2. Providing authentic experiences of being an active citizen – for more than 200,000 young people each year, by 2027
3. Working with intermediaries – upskilling teachers and involving professionals – over 10,000 each year, by 2027
4. Campaigning for the importance of children and young people having opportunities to learn what it takes to be an active citizen – with a national consensus, by 2027

### Purpose of the role

The post holder is responsible for managing an aspect of the Citizenship Foundation's citizenship learning and training work. As such, they will play a major part in helping us to meet our target of working with half of UK schools, 10,000 intermediaries, and impacting 200,000 young people each year. They will act as a verifier for our new National SMSC Quality Mark and other ways that we seek to raise the quality of citizenship and SMSC learning for young people, as well as managing an aspect of our educational provision, either:

- the provision of topical, relevant learning resources covering all of the topics of citizenship and SMSC

or

- our training opportunities, particularly for teachers and others working with young people.

They will play a major role in us helping to reach 200,000 young people each year through our programmes, and for achieving our target of working with more than half of UK schools.

The post holder will work across subject areas (law, economics, social action, etc) and across educational phases (mainly primary and secondary).

### **Specific Duties**

1. Develop operational plans for the delivery of our citizenship learning and training work, and to oversee their implementation in formal and informal education, with young learners and corporate volunteers.
2. Coordinate the staff responsible for developing learning resources or training, ensuring that goals and targets are set in line with organisational plans, that staff understand their responsibilities and targets, are accountable, supported in their development, and are able to balance functional and cross-team needs.
3. Maintain awareness of the current and future changes and trends in the education marketplace and identify where these insights can inform our practice and delivery to ensure relevance to our customers.
4. Take a part in the development of our learning resources – ensuring they are of the highest quality, relevant, up to date, and – working closely with the Communications and Partnerships team – are needed by our customers; and ensure that they are making full use of new technology.
5. Take a part in the review and development of our training programmes – taking account of changing market needs, and exploring new ways to deliver training including through new technology.
6. Contribute to the development of the National SMSC Quality Mark, and act as a verifier.
7. Work closely with the Citizenship Programmes and Experiences team to ensure that programme needs for learning and training are understood and delivered.
8. Take a share in the responsibility for the development of the staff in the Education and Training team, and help to create a culture where staff are supported and given opportunities to develop.
9. Carry out other tasks as needed.

## PERSON SPECIFICATION

**Job Title:** Education Manager

**Service Area:** Education and Training

<b>Post Requirements</b>	<b>Criteria: Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Assessed from: <i>A-application form I- Interview  T - Test</i></b>
<b>Education Training and Experience relevant to post</b>	E	A graduate qualification or equivalent.	A
	E	Experience of working with children/young people in the education sector.	A/I
	D	Knowledge of Spiritual, Moral, Social and Cultural Development (SMSC), Citizenship and the PSHE (Personal, Social and Health Education) curriculum	A/I
	E	Experience of delivering training to adults in an educational setting	A/I
	E	Experience of writing educational resources	A/I
	D	Experience of managing and supporting others, including target setting in line with organisational plans.	A/I
	E	Experience of using new technology for educational purposes	A/I
<b>Skills Abilities Knowledge</b>	E	Experience of planning, organising and managing own workload with limited supervision.	A/I

	E	Ability to work within a pressurised environment and to deliver to agreed deadlines with limited supervision.	A/I
	E	Ability to work autonomously and collaboratively with individuals as part of a team.	A/I
	E	Ability to build and maintain relationships with a range of stakeholders	A/I
	E	Manage and co-ordinate a variety of tasks at one time	A/I
<b>Special job requirement</b>	E	There will be a need for flexible working as on some occasions you may be required to work weekends and travel outside London during the year.	A/I
<b>Commitment to Citizenship Foundation's Aims and Values</b>	D	An understanding of, and empathy with, the charity sector	I
	E	Willingness to put into practice the aims and values of the Citizenship Foundation	A/I

### **Further Information**

For informal telephone enquiries about this post please contact Marguerite Heath on 0207 566 4148 (Monday, Tuesday, Thursday 9am- 5.30pm)

If you have any questions about the application process, please contact Valentina Graham on: 020 7566 4141

**Closing date: 9 am, Tuesday 18th July 2017**

**Interviews: Thursday 27th July 2017**