



JOB DESCRIPTION

Job Title:	Project Officer – Go-Givers
Salary:	£20,000 – £22,500 per annum dependent on experience
Contract type:	Fixed Term for six months (in the first instance)
Responsible to:	Communications and Research Manager
Pension:	5% employer's pension contribution
Annual Leave:	28 days per annum plus bank holidays
Locations:	Central London
Hours of work:	37.5 hours per week Normal office hours are 9.00am to 5.30pm but this role will involve some agreed out of hour's activity (occasionally at weekends) and working away from the office and home.

BACKGROUND

The Citizenship Foundation is an independent charity (No. 801360) working throughout the UK and internationally to promote more effective citizenship through education about the law, democracy and society. Founded in 1989, it aims to empower people, particularly the young and disadvantaged, with the knowledge, skills and understanding to engage positively with their communities. Our work includes: a comprehensive range of citizenship resources for a wide audience from teachers to young offenders; nationwide training; national active learning projects for secondary schools and community-based projects to develop citizenship education as a collective responsibility.

At present, the Foundation has 25 employees and is fortunate to be supported by several consultants and volunteers. It is lively and informal with a conscientious and diligent staff.

MAIN PURPOSE OF THE JOB

Go-Givers is the Citizenship Foundation's flagship programme for primary schools. It aims to develop caring and concerned citizens who have the skills and confidence to make a positive contribution to their communities, both locally and globally. We achieve this through education and activity that develops empathy, compassion and fair-mindedness in the developing child. We recognise that schools have a key role to play in supporting pupils to develop their own values and priorities in the light of understanding the needs of others. Go-Givers has been shown to stimulate young people's generosity, their willingness to help others, and to affect the outward looking nature of the school environment. Launched in June 2007 and funded by the Cabinet Office, Go-Givers now has 23,000 registered teachers in 8,500 schools.

With new funding from Pears Foundation, we aim to:

1. To increase the reach of the programme by enrolling a total of 15,000 teachers and 7,500 schools by March 2013 (exceeded)
2. To support 5% of these schools to deliver elements of the programme that achieve a deeper level of impact that can be measured and celebrated
3. To achieve longer term sustainability by enfranchising local philanthropic organisations to support schools in their localities

The 'Go-Givers' team is led by the Programme Director. The post holder will be accountable to the Communications and Research Manager.

MAIN DUTIES & KEY RESPONSIBILITIES

As Project Officer you will provide solid and consistent support to other team members and work with them to promote and develop the core programme and its enrichment elements. The role will be varied, offers autonomy, responsibility and scope for development; it includes:

a) Administrative Duties

- Act as the first point of contact for outside callers and written and email enquiries.
- Respond to inquiries from teachers, and other individuals and agencies about the project, maintaining a lively relationship with participating schools.
- Organise meetings for various stakeholder and advisory groups, providing associated administrative support such as compiling agendas, taking and distributing minutes, arranging refreshments.
- Liaise orally and in writing with teachers, charities, community workers, MPs, journalists and other interested parties, ensuring all are regularly informed of project developments.
- Identify target audiences and assist the Communications and Research Manager in creating E Newsletters and publicity messages.
- Develop a database of schools' participation in enrichment activities.
- Keep an inventory of stock and merchandise
- Keep the Project Officer's Handbook updated

b) Programme Development

- Handle on line competitions, collate entries and play a key role in judging entries.
- Take a leading role in recruiting schools for our active citizenship programmes.
- Support the organisation of events, for example by preparing training packs, labels and sign-up sheets.
- Timetable correspondence with schools participating in the Make a Difference Challenge, and log key information on a spread sheet.
- Undertake visits to schools, and take responsibility for communications with clusters of schools.
- Represent Go-Givers and the Citizenship Foundation in public forums such as conferences, events and meetings.
- Collate reports for Board of Trustees, the Annual Report and other internal and external publications.

c) Website

- Participate in database maintenance and clean up
- Moderate and upload user content eg pledges, messages to characters, Consequence stories.
- Update website content (eg lessons) using the Content Management System (CMS)

d) Citizenship Foundation

- Contribute to staff meetings and consultations, in which every member of staff is given the opportunity to be involved in shaping the policy, practice and future development of the Citizenship Foundation
- Carry out other tasks as agreed with your Line Manager.

PERSON SPECIFICATION

Job Title: Project Officer
Service Area: Go-Givers

Post Requirements	Criteria: Essential (E) Desirable (D)	Criteria	Assessed from: <i>A-application form</i> <i>I- Interview</i> <i>T - Test</i>
Education Training and Experience relevant to post	E	A graduate qualification or equivalent.	A
	E	Experience of a related work sector such as education, or an educational charity	A/I
	D	Experience of working with young children and/ or working in a primary school setting	A/I
	D	Experience of delivering training to adults in an educational setting	A/I
	D	Experience of coordinating an event, marketing campaign, or similar project	A/I
	E	Ability to write for different audiences (teachers, young children, general public)	A/I
	D	Experience of writing and developing publicity and marketing materials	A/I
	D	Experience of using social media for promotional purposes	A/I
	D	Experience of working with a website CMS	A/I
Skills Abilities Knowledge	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 small team.	A/I
	E	Ability to build and maintain relationships with a range of stakeholders	A/I
	E	Ability to demonstrate competence in the use of the Microsoft Office package	A/I
	E	Manage and co-ordinate a variety of tasks at one time	A/I
Special job requirement	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
Commitment to Citizenship Foundation's Aims and Values	E	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