



Citizenship Foundation

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PROJECT MANAGER

Citizenship Manifestos

Job Specification

BACKGROUND INFORMATION

The Citizenship Foundation is an independent charity (No. 801360) working throughout the UK and overseas 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 24 employees and is fortunate to be supported by several associates and volunteers. The office is lively and informal with a conscientious and diligent staff.

CITIZENSHIP MANIFESTOS

This is an exciting new project to develop and trial 'citizenship manifestos', as a vehicle for embedding and bringing coherence to the Citizenship curriculum in secondary schools. The project has been made possible by a grant from the Esmée Fairbairn Foundation. The Citizenship Manifesto is a concise, public synopsis of both the school's Citizenship programme and its Citizenship values. Unique to each school, it is shaped by pupils, teachers, parents and community partners. This is a practice development project to explore how the manifesto concept can be effectively implemented. The post-holder will work with up to 12 schools across three regions, supported by an advisory group of practising teachers to create, trial and evaluate manifestos.

DUTIES

As Project Manager, you will have responsibility for planning, co-ordinating and delivering the Citizenship Manifesto practice development project. In due course, you may also have responsibility for other projects, in line with the business plan and strategic objectives of the Citizenship Foundation, as agreed with your line manager. A document outlining your duties for any new projects will be agreed as and when appropriate.

For Citizenship Manifestos, you will:

- Work with the Director of Curriculum Resources and educational colleagues to recruit a project advisory group of up to six practising teachers
- Create a development framework for citizenship manifestos, working with the advisory group

- Develop an evaluation framework for the project, supported by external consultancy and the Operational Director
- Recruit up to 12 secondary schools across 3 regions to participate in the project
- Support and monitor participating schools' progress through site visits, area-based meetings, telephone and e-mail
- Organise one-day planning and review sessions with all participating schools
- Work with colleagues and the advisory group to organise and undertake an evaluation of the project
- Liaise with schools about their organisation of local events to launch and disseminate their citizenship manifestos
- Write a Development Pack for other schools to implement citizenship manifestos, supported by the Director of Curriculum Resources and other colleagues
- Make and maintain key contacts at DfES, QCA and OFSTED to promote the citizenship manifesto.

You will also be required to:

- contribute to the Citizenship Foundation Training and Consultancy Programme
- work with partner organisations on behalf of the Citizenship Foundation
- represent the Citizenship Foundation in public forums, at conferences, events and meetings
- contribute to, or produce publications and promotional materials related to your project
- provide information for the Citizenship Foundation website and those of partner organisations
- provide quarterly reports for the Board of Trustees
- provide reports for funding partners
- contribute to disseminating best practice and promoting education for citizenship where appropriate
- respond to enquiries about the work of the Citizenship Foundation and citizenship education in general, from teachers, youth workers and other individuals and agencies
- contribute to staff meeting 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

Essential

In order to fulfil the duties of the job specification, you must have:

Experience

- recent relevant experience of teaching, school management or working with schools
- of working closely with middle and senior managers in schools
- of managing projects or initiatives.

Qualifications

- degree in a relevant area
- teaching qualification or equivalent.

Knowledge and understanding

- of the key issues in citizenship education
- of curriculum planning and school policy development
- of the aims and objectives of the Citizenship Foundation.

Skills and abilities

- in written and oral communication
- in presentational skills
- in managing and prioritising own workload with limited supervision
- in working to agreed deadlines
- in IT, particularly word processing
- in leading and working as part of a small team
- in research and report writing
- in problem solving
- in interpersonal relations.

Desirable

It is desirable, but not essential that you are:

- a qualified teacher with at least 3 years experience in teaching Citizenship
- experienced in the delivery of CPD training
- experienced in research, demonstrated through a Masters qualification or NPQH work.

SALARY, BENEFITS AND WORKING ARRANGEMENTS

Salary: up to £30,000 per annum

Contract: 2½ years (in the first instance) starting in September 2005

Pension: 5% employer's pension contribution

Annual Leave: 25 days per annum plus bank holidays

Line Manager: Director of Curriculum Resources

Location: Central London

Hours of work: 37.5 hours per week

Normal office hours are 9.00am to 5.00pm but this role will involve some agreed out of hours activity (occasionally at weekends) and working away from the office and home, especially when you are involved in project related activity or locally delivered consultancy or training