

Job Description

Job Title:	Project Assistant (Inspiring Governance)
Reports to:	Inspiring Governance Manager
Location:	19- 21 Clerkenwell Close London EC1R 0RR
Purpose:	The Project Assistant is responsible for working closely with schools staff, helping them to utilise a digital platform to invite volunteers to explore possibilities of school governorship or support school events offering career and education insights
Remuneration:	£19,000 – 21,000k per annum plus pension
Additional Terms:	30 days paid holiday, exclusive of Statutory Holidays
Appointment Terms:	Initially Full Time for 12 months subject to 3 month review with possibility of extension

Inspiring Governance

Inspiring Governance is an exciting new free service that connects skilled volunteers interested in serving as governors and trustees with schools and colleges. It also provides additional free expert bespoke support for volunteers and governing bodies as well as for employers which want to run programmes for their staff serving as governors.

Inspiring Governance is run by the charity Education and Employers in partnership with the National Governors' Association (NGA) working closely with the Academy Ambassadors Network, the Association of School and College Leaders, the National Association of Head Teachers and other partners. It is funded for the next four years by the Department for Education.

Volunteers sign up online and recruiting boards can search quickly and easily for the skills and experience they need. Inspiring Governance uses an online technology (www.inspiringthefuture.org) which already engages over 6,000 schools and 30,000 volunteers registered across the country. Hands on support will also be provided where it is not possible to make matches online.

Inspiring Governance and Inspiring the Future are programmes of the Education and Employers Taskforce, a national charity established in 2009 to close the gap the worlds of employment and education. As well as enabling thousands of children and young people to engage with employee volunteers every week, the charity also runs a world-renowned research team which explores the impact of employer engagement and its most effective delivery.

Job description

Education and Employers now seeks to appoint an energetic and hands-on Project Assistant primarily to support the Inspiring Governance Manager to drive progress towards ambitious delivery targets.

Helping to deliver at times on sections of other funded projects in collaboration with project leads, for example work on raising awareness of Apprenticeships, the Project Assistant must be an enthusiastic and highly motivated individual who can work autonomously and in a small team. Specifically, Education and Employers seeks someone to who will make direct contact with state schools and colleges. The role will focus on working with schools, colleges and governing boards to connect them with interested volunteers who meet their requirements.

Education and Employers is a small charity working at a rapid pace to bring about change and the ideal candidate will be able to absorb key information quickly, work well with a small team in a dynamic working environment. There is every prospect of Inspiring Governance becoming one of the innovation success stories of British education, and this an excellent opportunity to become associated with that success. Inspiring Governance operates through an innovative online match-making platform (www.inspiringthefuture.org) which since 2012 has connected more than one million young people with employee volunteers.

Key Accountabilities

Project Delivery

1. Working with schools and colleges to deliver specific objectives within funded projects in collaboration with project leads and other colleagues.
2. Working frequently with schools which have registered for Inspiring the Future via email and phone to resolve queries and encourage greater use of system and drive up engagement with programmes across the country.
3. Occasional face to face meetings with schools directly to encourage greater use of Inspiring the Future and Inspiring Governance.
4. Attending occasional school career events to support the running of special events and to undertake brand ambassadorial activity events.
5. Assisting schools with registering for governors through Inspiring the Future and dealing with general enquiries from teachers about the Inspiring Governance programme.
6. Tracking project delivery using appropriate tools and data bases.
7. Presenting reports defining project progress, problems and solutions.

Other

- Other ad hoc tasks as and when needed including occasional note taking and event support.

Person specification

Skills/ Knowledge/ Expertise

Essential

- Experience in successful relationship management – ability to engage confidently and sensitively with schools and at a range of levels of seniority up to and including head teacher level
- Strong organisational skills
- An articulate and confident communicator who is influential, and effective in presenting a concept
- Good level of education, demonstrating capability in producing written content to a high quality. Comfortable and confident in working with data.
- Good working knowledge and practical application of Microsoft office tools

Desirable

- A passion for realising a closer integration of, and collaborative working between, education and employment sectors
- Experience of working effectively in a small team

Personal Attributes

- Influencer - demonstrates personal 'presence' and gains the confidence of others through temperament, capability and calibre
- Demonstrates sensitivity and possesses the ability to manage effectively the organisational tensions that necessarily co-exist between stakeholders and partnerships
- Team Player: working collaboratively and flexibly to achieve outcomes

Application

The closing date for applications is 10th October at 10:00 am and only successful candidates will be notified no later than 12th October that they have been shortlisted.

Interviews are provisionally scheduled to take place week commencing 17th October after at the Education and Employers offices in Clerkenwell, London.

Please send a CV and Covering Letter setting out your interest in and suitability for the role, stating where you saw the position advertised, to jobs@educationandemployers.org