



GATSBY: SCIENCE AND ENGINEERING EDUCATION TEAM

Communications Officer

The country's education system is being transformed and Gatsby is offering a unique opportunity to be right at the heart of those changes. Join the Gatsby Foundation's Education team as it embarks on an exciting new national campaign to get schools, colleges, students and employers behind a once-in-a-lifetime chance to overhaul technical education.

Background info:

<http://www.bbc.co.uk/news/uk-39169490>

http://www.gatsby.org.uk/education/programmes/Panel_Report

Job scope

If you're a motivated self-starter, who thrives in delivering to an exceptional level as part of a small team, our new role offers you the chance to shine. As our new Communications Officer, you will be expected to hit the ground running, with responsibility for the operational planning and delivery of largescale events for the general public, focused stakeholder engagement events, and management of a photography exhibition touring the UK. This role is not just about events however; you'll be involved in delivering strands of our social media and digital strategy and have genuine input into our policy work.

Our headquarters, right outside London Victoria Station, will be your base; but our Communications Officer will be expected to travel across the country, delivering impactful and creative events for a wide range of audiences.

Responsibilities

- Development and management of Gatsby Education's events programme, including; stakeholder profiling for each event, working with colleagues to identify target audiences, develop and deliver an effective communications campaign for each event.
- Delivering a range of impactful events targeted at a variety of audiences including policy makers and young people aligned to delivering the aims of our overall strategy.
- Leading on a review of the events programme and making recommendations for future events activity.
- Collaborating with others in the Communications and Policy teams to deliver on Gatsby's priorities.

Essential skills and experience

- Demonstrable excellent administrative and organisational skills
- Demonstrable excellent writing and proofreading skills
- Exceptional interpersonal and communication skills
- Demonstrable experience of executing stakeholder events that delivered on their aims
- Proven experience of strong budgeting and relevant IT skills

Essential abilities

- Able to persuade, engage and build rapport quickly with people
- Able to communicate and work effectively with other individuals & organisations
- Able to meet deadlines under pressure, often balancing conflicting priorities
- Able to work self-sufficiently, including the potential for remote working
- Able to represent Gatsby at high profile events by oneself, maintaining our reputation for exceptional standards and professionalism

Essential personal characteristics

- Creative and self-motivated self-starter
- Enjoys working as part of a small team
- Values delivering to the exacting standards expected of all Gatsby colleagues
- Willing to work flexibly within an environment that must adapt quickly to external changes
- Able to travel to meetings and events around the UK, sometimes including overnight stays
- Able to be flexible about working hours
- A team player who is willing to undertake the organisational and practical elements of effective events management
- Dedicated and enthusiastic about executing events with impact

Terms

We are seeking to make a fixed-term contract for two years, but we are willing to consider other arrangements. We expect the post-holder to be flexible and will consider alternative working arrangements as appropriate. We wish the successful applicant to join our team as soon as possible.

Salary & benefits

The starting salary for the post will be in the range £30,000 - £35,000 per annum, according to the experience and skills of the successful candidate. Other benefits include: a 12% employer contribution to pension; private medical insurance; death in service cover; and interest-free annual season ticket loan.

Application procedure

To apply for this post, please supply **all** the following information:

- A covering letter that explains why you believe you are the right person to join our team and sets out how you would deliver on the responsibilities we have set out above.
- Full details of your current salary and benefits package (or the most recent if currently unemployed) and notice period. Applications which do not include this information are unlikely to be considered further.
- A curriculum vitae (of no more than 4 sides of A4) including a daytime contact telephone number and email address.
- The names and contact details (including daytime telephone number) of two referees who can comment on your suitability for this post. Please indicate whether referees may be contacted prior to interview.

The above information should be sent to Faye Riley

Email: faye.riley@gatsby.org.uk

Informal enquires may be made to Faye or Michelle Rea (michelle.rea@gatsby.org.uk).

We regret that we are unable to acknowledge receipt of applications or write to unsuccessful applicants. Applicants selected for interview will be contacted within 4 weeks of the closing date. Applicants who have not been contacted within this time should assume they have been unsuccessful.

The closing date for receipt of applications is **23.59 Sunday 02 July 2017**.

An introduction to Gatsby's Education work

Our work in this field is focused around four objectives:

1. To support the reform of technical education:
2. To address shortages and mismatches in STEM skills in the workforce:
3. To support improvements in the quality of career guidance
4. To support good science and maths education in schools

Information on all of Gatsby's work, including our activities to support these education objectives, can be found on our website at www.gatsby.org.uk. In addition, and with particular relevance to this post, visit www.technicians.org.uk for information on Gatsby's Technicians Make it Happen campaign.