



## EDUCATION TEAM

### Project Officer

#### **Overview of role**

Gatsby works to strengthen the country's science and engineering skills by developing and funding innovative programmes and informing national policy. We focus on:

- Reforming technical education
- Addressing shortages in STEM skills in the workforce
- Improving career guidance
- Supporting science and maths in schools

As the new Project Officer you will be focussed on our work to improve career guidance. In 2014, Sir John Holman, on behalf of Gatsby, authored the Good Career Guidance report. This report identified eight career benchmarks – the Gatsby Benchmarks - that defined world-class career guidance. In December 2017, the Gatsby Benchmarks were adopted by government into national policy. We now work closely with government and other partners to ensure all schools and colleges can deliver high-quality career guidance. Further background information is available at: [www.gatsby.org.uk/education/focus-areas/good-career-guidance](http://www.gatsby.org.uk/education/focus-areas/good-career-guidance)

For the first time in many years the country has the beginnings of a robust career guidance system which will sit hand in hand with the transformation of technical education. This is an exciting time and Gatsby is offering you the opportunity to be at the heart of those changes and support partners, schools and colleges to deliver better education.

A small but important part of your role will involve ensuring the delivery of projects relating to science in schools. In 2017 we launched *Good Practical Science*, a report which articulated a framework for improving school practical science. You will be continuing work with partners to deliver relevant projects and looking for opportunities to disseminate the report. Further information about the programme can be found here: [www.gatsby.org.uk/education/programmes/support-for-practical-science-in-schools](http://www.gatsby.org.uk/education/programmes/support-for-practical-science-in-schools)

#### **Job scope**

You will be responsible for supporting a number of projects aligned with our mission to see every school and college in the UK delivering good career guidance. You will also be responsible for delivering activities related to our programme of work supporting science in schools.

This is a new role that will work directly with the programme manager who leads Gatsby's work in this area. You will also be working within a team of the other 10 members of the education team who principally focus on reforming technical education, and promoting the work of technicians and their contribution to society. As we are a small team we are all expected to take responsibility for a full range of tasks. As such there will be opportunities for you to be creative and autonomous and to be involved in other aspects of the team's work.

In this hands-on role you will be expected to deliver and monitor projects and research, execute meetings and events, and manage relationships with stakeholders and partners. You will also be expected to write briefing reports, case studies, and news articles, incorporating them into (and developing) our online content.

You will be a point of contact for meetings with partner organisations and stakeholders, so will need strong communication and interpersonal skills, and be willing to travel around the UK as required.

It will be crucial to ensure that all projects and activities are completed to a high standard, so you must have excellent planning skills. The role will also require you to have an awareness of the changing landscape of education policy and an understanding of the mechanics of schools and colleges. If you do not have an in-depth knowledge of our particular areas of interest, time will be allocated for you to read relevant introductory literature when you begin the role.

You will also be expected to proactively monitor news, published research and reports for information relevant to your work, and research issues as they arise, so being inquisitive, analytical and a good writer is critical.

We are a multidisciplinary team and would therefore be interested to hear of any additional skills you may bring to the role, for example the use of design software, data analysis programmes, or website development.

Our headquarters, right outside London Victoria Station, will be your base; but you will be need to travel across the country for meetings and visits to schools and colleges.

This post will suit a bright and reliable team player, who has a strong interest in education, experience in coordinating projects, and who is looking for an opportunity to extend their skills and knowledge and take responsibility for project delivery.

## **Person specification**

### **Experience:**

- Experience of managing projects, and ideally some budget management
- Experience of organising meetings and events
- Experience of writing briefings, reports, and articles
- Experience of working in an office environment

#### Skills and abilities:

- Ability to multi-task, meet deadlines under pressure, and cope with conflicting priorities
- Strong interpersonal and communication skills, including face to face, on the phone and by email
- Strong analytical and problem-solving skills
- Strong writing skills and attention to detail
- Oral and written fluency in English
- Able to research, synthesise and summarise complex information
- Able to deal with enquiries with professionalism and initiative
- Able to communicate and work effectively with other individuals and organisations
- Able to act with political sensitivity, maintain relationships with key partners and represent the views of Gatsby at meetings
- Strong administrative skills, including developing and maintaining information systems
- Able to both think and act independently, as well as take direction from managers and senior advisors

#### Personal characteristics:

- Has a logical and systematic approach to work
- Approaches problem-solving with a positive and creative attitude
- Enjoys working as part of a small team
- Committed to the exacting standards expected of all Gatsby team members
- Willing to work flexibly within an environment that must adapt quickly to external changes
- Able to be flexible about working hours, including travel to meetings and events around the UK, with an occasional overnight stay
- Has a strong demonstrable interest in the role of education, particularly career guidance and technical education, in improving young people's outcomes

#### Terms

We are seeking to make a full-time, fixed-term contract for two years, but we are willing to consider other arrangements. 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 - £40,000 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, how you meet the personal specification, and how you would deliver in this role as described in the job scope.

- Full details of your current salary and benefits package (or the most recent if currently unemployed) and notice period.
- 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.
- Applications which do not include all this information are unlikely to be considered further.

The above information should be sent to Faye Riley: [faye.riley@gatsby.org.uk](mailto:faye.riley@gatsby.org.uk)

Informal enquires may be made to Faye or Beth Jones: [beth.jones@gatsby.org.uk](mailto:beth.jones@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 four 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 09:00 Monday 9th July 2018.**

**Interviews are likely to be held during the week commencing the 23rd July 2018.**