



SCIENCE AND ENGINEERING EDUCATION TEAM

Project Officer

Gatsby is committed to strengthening the country's science and engineering skills. Our main focus is technical education and we have two motivations for this. By focusing on the shortage of technicians in the workforce, we tackle a critical factor in improving the country's productivity and growth. Alongside this, technical education opens rich career opportunities for individuals across the labour market.

Gatsby is more than a funder. We act as an enabler for projects, designing, developing, overseeing and, in some cases, delivering activities. We are proactive in putting together projects to achieve our aims – identifying areas of need, commissioning research and designing interventions in partnership with expert stakeholders. This demands from our team a keen interest in understanding challenges from an evidence-based approach, and perseverance to have impact over the long-term. For further details about Gatsby's work, visit our website www.gatsby.org.uk.

Our efforts in education centre around:

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

It is the first of these areas – reforming technical education – that is central to the Project Officer post now being advertised. In 2015/16, Gatsby's founder and chairman, Lord David Sainsbury, chaired an independent expert panel that reviewed technical education in England. The panel's recommendations were accepted in full by the Government in the Post-16 Skills Plan, and Gatsby is working with government officials and other partners to support implementation of the panel's recommendations. The person appointed to this Project Officer role will predominantly work on Gatsby activity in this area. Further background information is available at:

<http://www.gatsby.org.uk/education/programmes/delivering-technical-education>

Job scope

The post-holder will be responsible for coordinating a number of projects focused on delivery of technical education, working with partners in the Further Education (FE) sector. Work will include helping to develop and monitor commissioned projects and research, organising meetings and events, liaising with partners and stakeholders, and producing briefing reports and news articles.

The Project Officer will be crucial to ensuring that activities and work packages run smoothly and to schedule, so requires strong organisational skills as well as an awareness of how the further education sector works. [If the post-holder is new to FE, their induction will include time spent building this awareness.]

The post holder will be a point of contact for organising meetings with partner organisations and stakeholders, so will need strong communication and interpersonal skills, and be willing to travel around the UK (and occasionally internationally) as required.

S/he is also expected proactively to monitor news, published research and reports for information relevant to Gatsby's further education work, and research issues as they arise, so being inquisitive, analytical and a good writer is important. While we do not expect the post-holder to be an experienced data analyst, they will be comfortable using data to inform thinking and decision-making.

There will be opportunities for the Project Officer to be creative and autonomous in some areas, but s/he also needs to be happy working in a small team and providing administrative support to projects. In addition, there may over time be opportunities to be involved in other aspects of Gatsby's education programme.

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

Person specification

Education, knowledge and understanding:

- Educated to degree level or equivalent
- Some knowledge and understanding of the UK education and skills landscape
- Oral and written fluency in English

Experience and skills:

- Strong administrative, interpersonal and communication skills
- Strong analytical, problem-solving, and writing skills
- Good office IT skills
- Experience of managing projects and some budget management
- Experience of organising meetings and events
- Experience of writing briefings and reports

Abilities:

- 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 & organisations
- Able to meet deadlines under pressure, often balancing conflicting priorities
- Able to work largely self-sufficiently in an office context (ie without the need for the significant support structures often found in large organisations)

Personal characteristics:

- Creative and motivated self-starter
- Enjoys working as part of a small team
- Values delivering 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, and occasionally internationally, with some overnight stays

Terms

Ideally, we are seeking to make a full-time, permanent appointment, but we are willing to consider other arrangements, including a secondment from another organisation. Our office is in central London, two minutes from Victoria Station, and we would expect the post-holder to be based there. We wish the successful applicant to join our small, friendly 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 and sets out how you would deliver on the responsibilities set out in the job scope.
- 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, technical.education@gatsby.org.uk. Prior to application informal enquires may be made to Faye or Jenifer Burden (jenifer.burden@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 23.59 Sunday 6 August 2017.**