



EDUCATION TEAM

Project Officers

The Gatsby Foundation was set up by David Sainsbury in 1967 and to date has committed more than £1 billion to research, policy and development intended to improve the lives of people in the UK and around the world. We seek to have maximum impact by focusing on a few areas of activity and developing relationships with key partners in those areas; supporting causes over the long-term while being quick to respond to change; and taking risks where the potential benefits are high.

We have big ambitions in education – our ultimate aim is to transform opportunities for people through creating clearer progression pathways, and better aligning our education system to the needs of the labour market. This is particularly important for the large number of young people who choose not to study for an undergraduate degree post-18, for adults seeking to develop their careers, and for employers who struggle to access the talent needed to grow their business. We believe society is made better by giving people accurate and comprehensive career guidance, providing clear options for learning which improve their job prospects, and encouraging employers to be more closely involved with schools and colleges. By focusing on the shortage of technicians in the workforce, we also tackle a critical factor in improving the country's productivity and growth.

Thus our efforts in education centre around four priorities:

- Reforming technical education
- Addressing shortages in Science, Technology, Engineering and Mathematics (STEM) skills in the technician¹ workforce
- Improving career guidance
- Supporting science and maths in schools.

We are now recruiting for two Project Officers who will contribute to our work in the first of these areas – reforming technical education.

Working with us

We are a small but supportive team with a strong passion for the work we do and the difference we make. We have a range of backgrounds in education, communications, administration and project management, and have a collaborative ethos, with regular team meetings and also informal opportunities to meet within and outside of work.

¹ Technicians are skilled people who use their science, engineering or technology knowledge to identify and solve practical problems. They include the electricians and IT technicians that we all rely on but are also crucial to the success of many of our country's future-growth areas (such as aerospace, advanced manufacturing, green energy, and cyber security) as well as the smooth running of institutions like the NHS and the armed services.

Trustees set the focus areas for our work, and we are purposeful in our approach to achieving these aims. In addition, each member of the team has a degree of autonomy in how they work, which enables staff to grow their expertise and successes within their role. This means that those in the early phase of their careers tend to stay longer with us than they might in other modest-sized organisations. Staff are encouraged to take a proactive approach to professional and personal development, and additional support is made available where appropriate.

We believe that a strong technical education system can open up good career opportunities and improve social mobility. In 2015, David Sainsbury chaired an independent expert panel that reviewed technical education in England. The panel's recommendations were accepted in full by government in the 2016 Post-16 Skills Plan, and Gatsby is working to support implementation of the recommendations. We do this by undertaking rigorous problem analysis, commissioning high-quality research, proposing pragmatic policy solutions and engaging with government and key stakeholders to support implementation of positive reform. 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.

Our team is mainly based in our London offices, in a well-equipped, modern building opposite Victoria Station, together with other Sainsbury Family Charitable Trusts (SFCT). As part of SFCT, Gatsby is committed to an inclusive working environment, which prioritises staff wellbeing and sustainable practices, and offers substantial staff benefits including 12% employer contribution to pension, cycle-to-work scheme, and Perkbox discounts.

About the roles

These are two new positions, working in specific and related focus areas.

Project Officer – focus on Higher Education

The postholder will primarily work with Ginny Page (Director of Programmes) to extend and strengthen our work supporting higher technical education (HTE). The focus of work will be on courses and qualifications at Levels 4 and 5 (below Bachelor's degree level) that enable people to progress into and within highly skilled occupations, such as cyber security technologist, software developer, nursing associate, or technician scientist. We believe that HTE reforms currently being developed in government should ensure that more adults can extend their learning beyond Level 3, fewer employers will suffer skills shortages, and more young people will see higher education as an option for them. Our work in this area is relatively new, but our commissioned research has been used by the Department for Education, and we have built up a great network of contacts and potential partners with whom to extend our work. We are particularly interested in the role higher technical education can play in supporting innovation in the UK, for example, through partnership with centres of innovation (such as Catapults).

Project Officer – focus on Technical Education

The postholder will primarily work with Jenifer Burden (Director of Programmes) to extend and strengthen our work supporting implementation of technical education reforms across further education (FE). The focus of work is on ensuring that FE has the funding, teaching workforce, and local coherent planning required to deliver high-quality technical education. A substantial

amount of our time is currently focused on the introduction of T Levels, new Level 3 technical courses that will begin to be introduced from September 2020. Our commissioned work in this area has informed government policy for industry placements, funding of post-16 courses, and programmes of support for FE providers preparing to offer T Levels. We have partnerships in several local areas around the country both to support T Level implementation, and encourage the local coherent planning of technical education aligned with labour market needs.

Both postholders will:

- Build relationships with providers of technical and higher technical education (eg colleges, universities, and the new Institutes of Technology), awarding organisations (eg exam boards and professional bodies), and employers. This will involve organising meetings, making site visits across the UK, meeting teachers and learners, staying in regular contact with key stakeholders, and potentially co-ordinating international fact-finding trips.
- Develop strong specialist knowledge – reading reports, analysing data, attending seminars and speaking to experts. The postholder will use their growing knowledge and contacts to inform colleagues and projects within and beyond Gatsby, and to write meeting notes, briefings and content for the Gatsby website.
- Manage projects aimed at answering research questions (eg *How do we ensure that teachers for technical education routes can develop and maintain both the industry and pedagogical expertise they need? How do we raise awareness of higher technical education among young people?*) or piloting ideas (eg *How can we continue to build employer engagement to offer industry placements for T Levels? How can we design higher level qualifications that will work better for adults needing to upskill while in work?*). This work will involve monitoring budgets and milestones, giving thoughtful advice and scrutiny to those we fund, and sharing what we have learned both internally and externally (working with the Gatsby Education communications team where necessary).
- Work closely with colleagues across the Gatsby Education team to ensure that each of our programmes is linked to our wider work, for example, on supporting good career guidance and raising the profile of technicians. This will involve attending internal meetings, and weekly/monthly reporting on activities.

For further details of our education work visit: www.gatsby.org.uk/education.

About you – our requirements

We know that new recruits need time to develop in a new role, and we ensure that everyone's probation gives them time to learn our processes, get to know the team and our key partners, identify where their skills and knowledge needs strengthening, and start to experience some of the core tasks of the position. But in order to flourish in our team you need to have the following attributes before you start.

- You have an interest in the UK's education system and/or industrial strategy and can bring relevant knowledge and experience to the Gatsby Education team. If you don't already have an understanding of technical education or STEM skills you will be expected to have a strong belief in their value.

- You are highly literate and meticulous when it comes to spelling and grammar. You can write accurately for documents such as meeting agendas/minutes, briefing notes or research summaries, and concisely capture the most relevant information. In this role you will also have opportunities to draft articles for our website.
- You are highly numerate – you are confident and accurate in your data work. In this role you will be expected to check budgets are accurately calculated, draw conclusions from analysing data, and create tables and graphs to summarise your analysis.
- You are comfortable working with partners in education and industry, and are able to initiate and develop positive relationships with a diverse range of people and organisations, whether face-face, by email or over the telephone, and you can make meetings worthwhile for everyone involved.
- You enjoy planning and organising activities and are highly efficient in doing so. You have experience of managing projects that involve partners outside your organisation, and you never need reminding when it comes to deadlines. You can deal calmly with unforeseen problems, and if you don't know what steps to take you will always ask.
- You are curious and critical, able to research, analyse and explain often complex new information from various sources.
- You use good judgement and evidence to form your opinions, and you know when to defend them and when to reconsider them. In this role you will need to be able to engage constructively with people who may disagree with you, and be comfortable providing advice to others who seek out your expertise.
- You relish having responsibility for your own work and frequently take the initiative, but you also enjoy working with others. You listen to others and treat their views with respect, and can work towards a consensus where that is necessary to move forward. In this role you will enjoy high levels of autonomy – and take personal accountability for the decisions you make – but will have lots of opportunity to consult with colleagues.
- You are versatile, flexible, and willing to support colleagues (perhaps at short notice). In this role you will deal with an ever-growing portfolio of different projects and may find that you need to put your favourites on the back-burner if circumstances change.
- You set high standards for yourself and use every challenge as a learning experience. In this role you will have an annual review where your line manager will work with you to set those goals, and who will support you throughout the year in achieving them. We do not operate a system of performance-related pay – everyone in the team works to equally challenging objectives.
- You are committed to anti-discriminatory practice and equal opportunities and apply your awareness of diversity issues to all areas of your work.

Salary & benefits

We offer a generous benefits package including: A starting salary in the range £30,000 - £40,000 per annum, according to the experience and skills of the successful candidate; annual leave starting at 22 days per annum, plus 3 days between Christmas and New Year (when the office is closed); a 12% employer contribution to pension; opportunity to apply for health insurance scheme and free annual health check; employee assistance programme; cycle-to-work scheme; and interest-free annual season ticket loan. Our offices are equipped with a café area for

preparing and eating food, showers, and cycle racks. Tea, coffee and fresh fruit are available for staff.

Terms

Ideally we are seeking to make full-time, permanent appointments but we are willing to consider other arrangements, including secondments from another organisation. We expect the postholders to be based at our London office, and to join the team as soon as possible.

Recruitment procedure

We are recruiting for two Project Officer posts. The nature of the roles are similar, however they will work across different focus areas within our team, developing specialist expertise. You may apply for one or both posts within your application. **Please indicate in your covering letter which post(s) you are applying for and ensure that your application meets the appropriate requirements.**

Please supply **all** the following information in your application:

- A covering letter that includes:
 - o a clear explanation of why you are interested in the role(s);
 - o why you think you are a good candidate, highlighting which aspects of our requirements you best fulfil;
 - o depending on the post(s) you are applying for, your views on the value of technical and/or higher education in the UK at the moment.
- 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 four 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, recruitment.education@gatsby.org.uk, by 23.59 Sunday 19 January 2020.

Please note that we can only accept applications from individuals with the right to work in the UK. We are unfortunately unable to sponsor working visa applications.

Prior to application informal enquires also may be made via this email address, and/or in person to Jenifer Burden (jenifer.burden@gatsby.org.uk) or Ginny Page (ginny.page@gatsby.org.uk).

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.

Successful applicants will be invited to attend a first interview in Gatsby's London offices, which will involve a straightforward task to assess your writing and analytical skills, a discussion about what you could bring to the role, and what as an employer we can offer you. Shortlisted candidates will be invited to a second interview, including the opportunity to meet others in the team and look around the offices.

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