



GATSBY EDUCATION

HEAD OF CAREER PROGRAMMES (MATERNITY COVER)

GATSBY

CANDIDATE PACK



OVERVIEW

In 1967, David Sainsbury wrote out a cheque for five pounds to establish the Gatsby Charitable Foundation. Lord Sainsbury has since given Gatsby more than £1 billion to distribute to charitable causes in fields he is passionate about, including neuroscience, plant science, development in East Africa and public policy. More information can be found at www.gatsby.org.uk.

Gatsby established a small team focused on education policy in England almost 40 years ago. The team's priorities have typically mirrored and sought to address the policy challenges of the times, from addressing the uptake of engineering degrees in the 1980s, to our commitment to the improvement of the nation's technical education and career guidance systems today. While priorities have changed and evolved, our approach has been consistent: we aim to be more than a funder. We act as an enabler for projects, working with partners in designing, developing, and, in some cases, delivering activities. We take a long-term view as we do not think much can be achieved by short, one-off projects.



GATSBY'S WORK IN EDUCATION

We believe that a strong technical education system can open up good career opportunities for young people and adults, as well as drive greater national productivity and economic competitiveness. That is why our current work is focused on supporting the implementation of technical education reforms and the embedding of a stable career guidance system in England.

OUR PROGRAMMES INCLUDE:

Good Career Guidance

Since we first devised the Gatsby Benchmarks for Good Career Guidance in 2014, they have been written into government statutory guidance for all secondary schools and colleges in England. Our work in this area focuses on ensuring stability in the system by identifying and seeking to address outstanding challenges to each and every young person receiving good career guidance. Our current programmes in this area include:

- Commissioning research to better understand barriers to embedding good career guidance in schools and colleges and encouraging the development of solutions
- Supporting work to help parents to have better conversations with their teenage children about future education and career choices

- Exploring how data about the labour market and student destinations can be used to help young people make good decisions about their futures
- Understanding what careers guidance support adults need to make informed choices about their careers

Technical Education Reform

In 2015 David Sainsbury was asked by government to chair a panel of experts to review the provision of technical education. The result was the Sainsbury Report, and its recommendations provide the basis of England's Skills Plan. The successful implementation of these recommendations is a priority for our team, and we work closely with the Department for Education (DFE) and other partners on a number of projects.

Raising the profile of technicians

Success of technical education reform is dependent on a shift in the public's understanding and perception of technician jobs. Our current programmes in this area include a national campaign sharing the stories of technicians, promoting the value of technicians in higher education and championing national professional registers.

The above is not an exhaustive list of our current projects. For more detail on our work, visit: www.gatsby.org.uk/education.



THE ROLE

Role: Head of Career Programmes (Maternity cover, 12-month full-time appointment. Secondment also considered)

Reports to: Director of Programmes

Responsible for: Line management of a Project Manager and a Project Officer plus secondees, contractors and interns as appropriate

Location: The successful candidate for this role will be office-based in Central London. We generally expect staff to work from the office for at least three days each week

Indicative Salary Range: £50-65k + pension and benefits (If this post is filled on a secondment basis, the seconded's employer will be reimbursed for all related salary and agreed on-costs)



"Since 2017, Gatsby's work on careers guidance has been highly influential on national policy both in the UK and overseas. Credit for this lies across the Gatsby education team, with its commitment, energy and collegial approach. We have achieved much together, and there is much still to achieve."

Sir John Holman, Senior Advisor, Gatsby Foundation

Over the last 10 years Gatsby's work supporting high quality career guidance for young people has gone from strength to strength. In particular, the Gatsby benchmarks for good career guidance in schools and colleges have been developed, piloted and embedded into national policy, and the benchmarks have been adopted overseas. We are proud of how our work has helped transform young people's futures, and the position we have established for Gatsby as thought leaders in careers guidance policy. This 12-month maternity cover for our Head of Career Programmes will be an opportunity for a highly skilled and motivated individual to take leadership of this nationally important and high-profile programme, maintaining and extending our influence and impact.

You will join Gatsby during a period of growth for our work in career guidance. Line managing a small team and working closely with Sir John Holman, Senior Advisor to the Foundation, you will have the opportunity to devise and initiate new projects as well as ensuring current projects and research are delivered.

Over the next 12 months our work will focus on several areas:

- Launching a national programme to support parents more confidently engaging with their children around future careers, including a direct-to-parents communications campaign and a programme of work delivered with key partners which focuses on supporting schools and colleges in their parental involvement
- Thought leadership in the application of Labour Market Information in career guidance, through commissioned research, innovation activities and piloting
- Planning a large-scale suite of research and stakeholder engagement on the impact of career guidance for young people
- Experimental research exploring how best to support adults with their career and education choices
- Maintaining and extending our close partnerships with key stakeholders, particularly in the Department for Education and the Careers & Enterprise Company

KEY ROLE RESPONSIBILITIES

Using a high degree of personal expertise and judgement to develop and lead this programme, including responsibility for:

- Setting the direction of the career guidance programme and being accountable for all projects in the programme, as well as directly managing own projects and overseeing communications strategy
- Leading the parental engagement in career guidance programme, involving working with senior staff in partner organisations, and making crucial, high level decisions about our parent communications campaign
- Ensuring a continued positive public profile for the programme among key stakeholders, and using highly skilled public advocacy for Gatsby's position on career guidance
- Working with Gatsby's Senior Advisor to engage with high level policymakers, and forming strong relationships with senior civil servants to secure the impact of the Gatsby Benchmarks and good career guidance for all
- Maintaining Gatsby's position as a thought leader in the field of careers by identifying problems, commissioning research to better understand these problems, and using this evidence to secure change
- Maintaining a strong network of key contacts in the careers guidance sector, identifying new individuals and organisations who could be influential in supporting Gatsby's careers objectives, and developing positive relationships that could lead to working partnerships



GENERAL DUTIES AND RESPONSIBILITIES

ORGANISING AND MANAGING

- Initiating, scoping and managing a range of complex projects and programmes (including research and implementation), advising and negotiating with beneficiaries and partner organisations to keep projects on track, and delivering best value for money
- Horizon scanning and analysis of national policy and political landscape to identify new opportunities for, and threats to, delivering Gatsby Education careers objectives
- Chairing meetings involving a range of stakeholders ensuring all views are heard, decisions are made, and positive relationships sustained
- Overseeing the production of published Gatsby materials

IMPROVING AND INNOVATING

- Maintaining and applying up-to-date knowledge in relevant focus areas, including a high-degree of technical understanding of in-scope policy issues, the history of their development and the politics – both national and local – surrounding them
- Proactively seeking out opportunities for innovation in Gatsby Education's areas of work, taking creative approaches to problem-solving

COMMUNICATING AND INFLUENCING

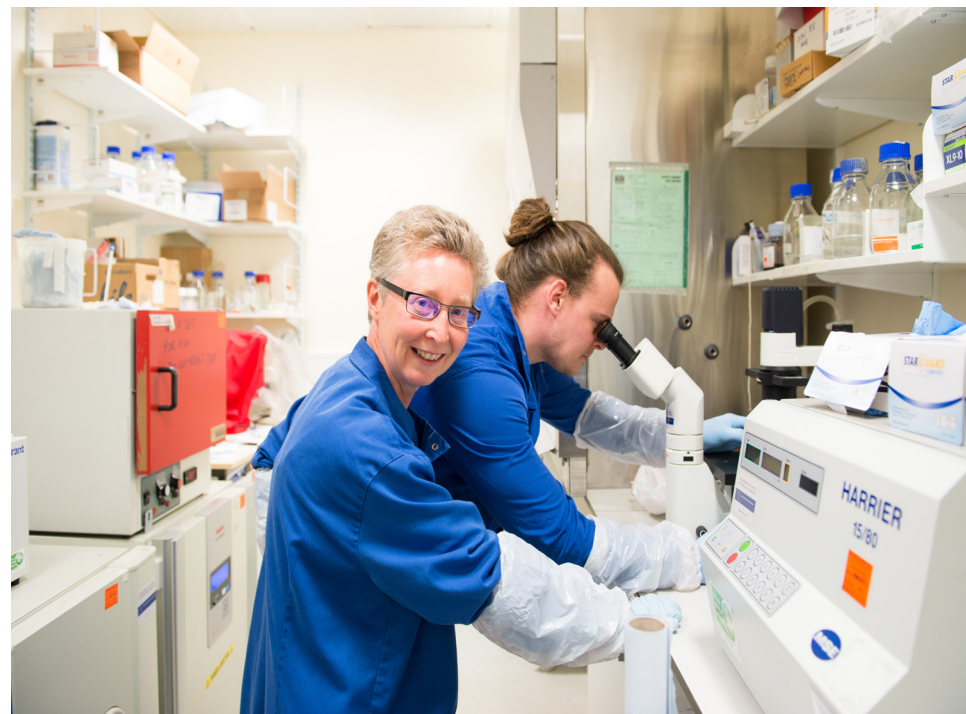
- Maintaining productive partnerships with key individuals and organisations, and exerting personal influence within the education community to deliver positive impact on national education policy
- Using a personal profile as a national expert to secure impact for Gatsby's work
- Commissioning expert research and reports that contribute new understanding to education in the UK and/or improve the impact of projects and policy
- Using multiple sources of evidence in researching and writing reports, and editing those of others, typically on technical and complex issues, for external publication
- Ensuring information on programmes on Gatsby website and social media channels is coherent and compelling
- Taking responsibility for writing Trustees papers that provide comprehensive updates on programmes and enable decisions on whether or not to fund proposals

PEOPLE MANAGEMENT

- Line management of two members of staff, task management of up to two Gatsby communications colleagues, contract management for external consultants, and grant management of stakeholder partners. Also supervision of secondees, apprentices and placement students as required
- Management of a wide range of contractors and grant-holders on often complex and long-terms projects. Supporting recruitment and onboarding of new staff to the Gatsby careers team

FINANCIAL RESOURCES

- Responsibility for managing the budgets attached to all projects and programmes being directly managed, typically totalling around £2-3 million
- Responsible for providing accurate budget out-turn reporting to Trustees for all relevant programme areas





PERSON SPECIFICATION

SKILLS AND ABILITIES

- Oral fluency in English, and exceptional written skills; able to prepare complex and persuasive briefings, reports and policy consultation responses
- Able to convey complex, technical and policy-related ideas effectively, clearly and persuasively, sometimes in the face of challenge. Able to build and sustain a network of contacts at senior levels
- Able to devise research questions relevant to policy areas and commission original research, and to critique published evidence (including that based on large datasets). Able to generate new ideas and processes and translate them into new projects and working practices
- Able to meet deadlines under pressure, often balancing conflicting priorities. Able to manage staff directly - setting objectives, dealing with problems and supporting personal and professional development
- Able to autonomously manage contractors and grant holders such that difficult delivery problems can be resolved. Able to take sole responsibility for programme budgets of £2-3 million
- Diplomatic and politically astute, able to represent Gatsby views at important internal and external meetings and at high-profile events. Use good judgement and evidence to form opinions and take difficult decisions in relation to projects and people

EXPERIENCE

- Exceptional project management experience, having managed a range of projects simultaneously, including full budget responsibility
- Used evidence and argument to influence internal and external stakeholders
- Managed a range of external contractors working on outsourced projects. Have directly line managed staff
- Have used evidence, analysis and communication skills to develop and successfully communicate policy positions, sometimes of a highly technical nature
- Have produced materials for a variety of audiences

KNOWLEDGE AND EXPERTISE

- Deep, current specialist knowledge in careers guidance policy or practice, or demonstrably able to gain this knowledge swiftly
- Comprehensive and up-to-date understanding of wider context of work, particularly the positions of and people in key stakeholders

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Strong interest in public policy
- Highly self-motivated, setting high standards for themselves and those in their team. Supports and promotes diversity and equality of opportunity in the workplace
- Able to be flexible about working hours and locations, including working remotely and travelling to meetings around the UK (and occasionally overseas) which may include overnight stays



THE GATSBY EDUCATION TEAM

As individuals we are motivated and passionate about delivering meaningful change. We recognise that collectively we can achieve the most impact by taking an evidence-based approach.

Members of the team have different backgrounds, ranging from education and communications, to administration and project management. Our collaborative team ethos means that we are able to combine this experience and our varied skills to better understand challenges and recommend ways forward. This includes 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.

While there is close team working, every individual is self-motivated and sets high standards for themselves and their work. There is also autonomy in how we work, allowing each of us to develop our experience and expertise and to grow in our role. Everyone is encouraged to be proactive in their professional and personal development as colleagues build their careers at Gatsby.

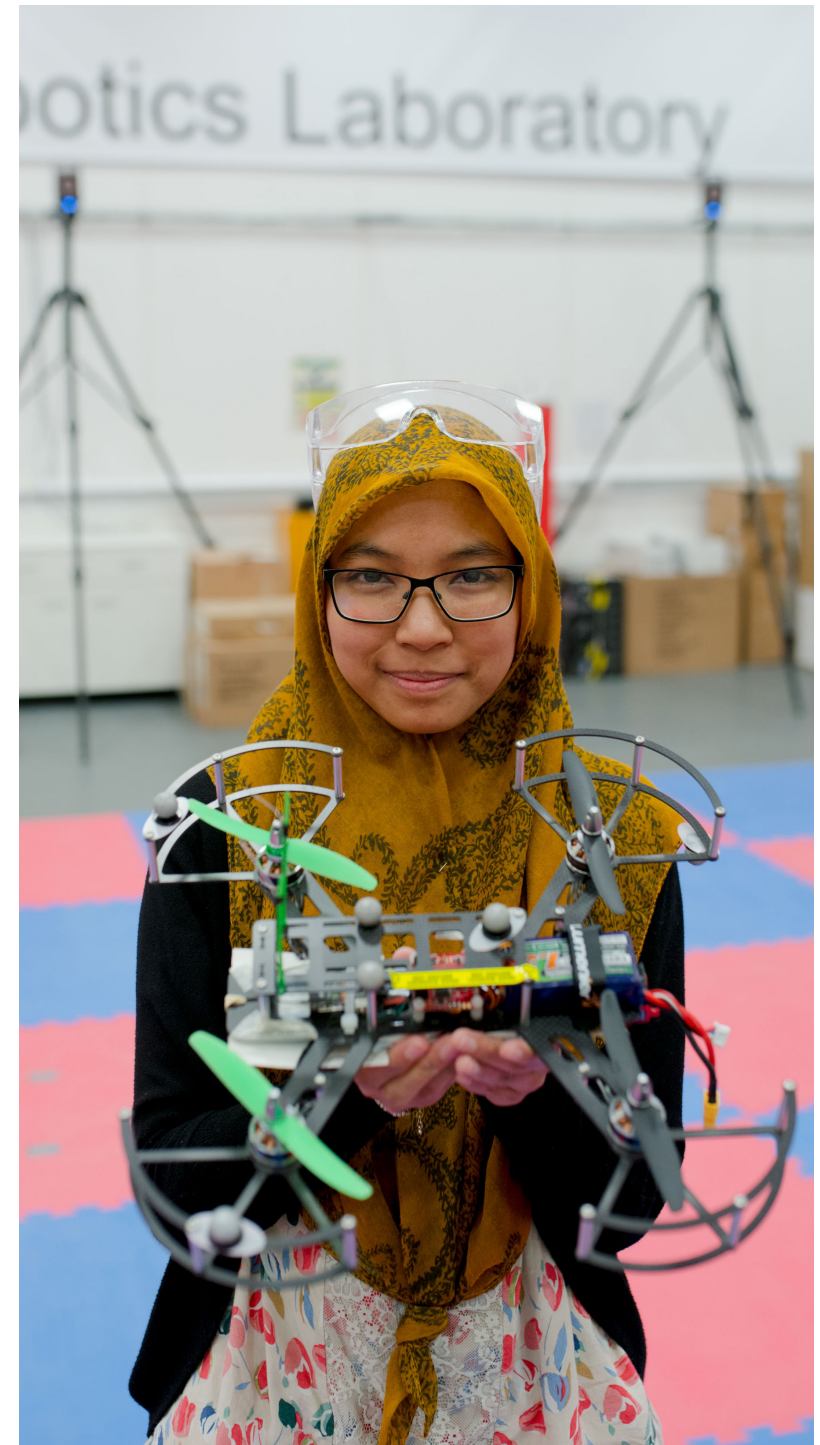
As a small team of fewer than 20 colleagues, we have scope to innovate and idea generation is part of our DNA. Our team size also allows new joiners to quickly get to know everyone, and to feel at home.

We offer a generous benefits package including:

- Annual leave starting at 22 days per annum (with an additional day added per year to a max of 25 days), 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 a free annual health check
- Employee assistance programme, offering confidential and impartial support and information
- BenefitHub discounts
- Cycle-to-work scheme
- Interest-free annual season ticket loan.

Our newly refurbished modern office is opposite Victoria Station in London, with coffee shops, restaurants, theatres, bars, and independent and high street retailers all on our doorstep.

Gatsby is one of the 16 Sainsbury Family Charitable Trusts (SFCT) established by individual members of the Sainsbury family. The office that we share with our SFCT colleagues includes a café area (tea, coffee and fresh fruit available for all) where we can prepare and enjoy lunch, so there is plenty of opportunity to get to know and socialise with colleagues beyond the Gatsby Education team. There are showers and cycle racks for those who like to ride or run to work. A central corporate services function that includes HR, IT, and, finance colleagues supports each of the SFCTs, including Gatsby.





HOW TO APPLY

If you are interested in applying for this role you will need to submit an up-to-date Curriculum Vitae/ Resume (of no more than 3 pages).

We are very open to considering this as a secondment post.

[Please follow this link](#) where you will be able to send the documents needed to apply.

TIMELINE

Closing date for applications: Friday 19 November 2021 at 17:00 GMT

SELECTION PROCESS

All candidates will receive an update regarding their application after the closing date. Further details will be provided to shortlisted candidates when invited to interview, but we plan to hold first round interviews virtually via Zoom or Teams. The final round interviews will be held at our offices in Victoria in Central London, subject to pandemic restrictions at that time. Candidates must have the existing right to work in the UK.

DIVERSITY POLICY

We believe that effective recruitment is about finding the right people for our current and future needs – people who have the right mix of skills at the right level and who will contribute positively to the life of our organisation and its future development. We want to make sure that we always recruit the best person for the job in a way that is fair and equitable and demonstrates our commitment to valuing diversity at all stages of our recruitment process.