



GATSBY EDUCATION
PROGRAMME MANAGER
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:

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, which set out an ambitious vision for reform, and its recommendations continue to underpin the government's strategy for technical education and skills in England. 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 including:

- Supporting the successful rollout of T-levels through work to support curriculum development and industry placements with providers and employers
- The development of accredited Higher Technical Qualifications (at levels 4 and 5) so that this progression option for T-level students (and for those already in the workforce who wish to upskill and retrain) meets the high-quality standard demanded by industry

- The rollout of Institutes of Technology (IOTs). We are supporting the DFE to ensure that IOTs (collaborations between FE colleges, universities, and employers) are recognised as ideal modes of delivery for higher technical education (particularly in science, engineering and technology)
- Researching barriers to the delivery of quality apprenticeships, such as the standard of the training an apprentice receives 'on-the-job' and 'off-the-job'
- The delivery of technical education. We are currently piloting several projects to understand what good looks like in areas such as teacher training and retention

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 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.

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 The Technicians Make it Happen campaign and professional registration of technicians, which champions the professionalisation and recognition of technician skills.

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: Programme Manager - Head of FE Curriculum Support (3-year contract)

Reports to: Director of Programmes

Responsible for: Project officer, secondees, placement students and contractors as appropriate

Location: Office-based in London or Manchester (dependent on location of the successful candidate); some flexible working would be considered

Indicative Salary Range: £50k - £65k + pension and benefits

Gatsby is establishing an ambitious programme to help teachers in colleges, schools and training providers delivering technical education, including T-levels and apprenticeships. The newly created role of Head of FE Curriculum Support will oversee this exciting and varied programme as you help define, shape and drive forward activity that will:

- Establish and support teacher expert groups for STEM technical education routes, which will have resource for subject-focused research including international study visits
- Develop curriculum teaching materials with sound pedagogical basis, informed by industry and editorial guidance from the expert teaching groups
- Offer national route conferences to share subject-specialist teaching expertise from across the UK and internationally

Both T-levels and apprenticeships are aligned to the occupational standards developed by employers and held by the Institute for Apprenticeships and Technical Education. T-levels are high-quality post-16 courses designed by employers to meet the needs of industry and prepare students for work, further training or study.

The first qualifications introduced in 2020 and 2021 include subjects for the Construction, Digital and Health & Science technical education routes. T-levels in further routes will be introduced in subsequent years, including Engineering & manufacturing in 2022 and Agriculture, environmental & animal care in 2023. Your programme will support these five routes.

This is a role for someone with a strong track record of developing teacher support programmes. You will engage delivery partner(s) and expert institutions, including professional bodies and institutes, and be confident leading complex programmes with multiple stakeholders. In addition to grant management you will commission an external evaluation of the activity. Key success measures for this work will include widespread positive teacher engagement, and an effective feedback mechanism to inform the expert groups' ongoing work. This role demands a combination of exceptional project management skills, curriculum support knowledge and an understanding of the wider context of work for technical education reform.

This is an excellent opportunity to help teachers across England to best implement the major reforms of technical education that will impact individuals, our communities and our economy.

KEY ROLE RESPONSIBILITIES

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

- Devising, initiating, managing and delivering national networks for curriculum support for post-16 technical education
- Overseeing the development and publication processes for teaching materials
- Establishing appropriate quality assurance oversight for the programme
- Awarding decisions and management of grants and contracts; financial management of allocations for your project responsibilities typically totalling around £2-3 million; reporting operational and financial progress to Trustees
- Developing and maintaining close working relationships with key stakeholders to ensure long-term impact of the programme
- Developing and maintaining a close relationship with external advisors, ensuring their time is used strategically to best achieve the aims of the programme
- Commissioning and management of external evaluation of the programme
- Ensuring information regarding the programme on the Gatsby website is coherent & up to date
- Liaising with Gatsby's communications team to ensure successful dissemination and uptake of the programme outputs.



GENERAL DUTIES AND RESPONSIBILITIES

- **Communicating and influencing** - Developing and advocating for policies that will have positive impact on areas of responsibility: making presentations, writing articles, responding to public policy consultations on behalf of Gatsby. Leading discussions with and advising stakeholders; developing productive partnerships with key individuals and organisations, and exerting personal influence within the education community to deliver positive impact on national education policy. Commission, and on occasion write, expert research and reports that contribute new understanding to education in the UK and/or improve the impact of projects and policy. Taking sole responsibility for writing Trustees papers that provide comprehensive updates on programmes and enable decisions on whether or not to fund proposals. Chairing meetings involving a range of stakeholders ensuring all views are heard, decisions are made, and positive relationships sustained. Represent and be an ambassador for Gatsby.
- **Organising and managing** - Initiating, scoping and managing and delivering a range of complex projects and programmes over the short- and long-term; advising and negotiating with beneficiaries and partner organisations; amending project plans and reallocating resources in the face of significant change and unforeseen disruptive events to ensure that projects and programmes remain on-track and are still delivered successfully. Horizon scanning and analysis of national policy and political landscape to identify new opportunities.
- **Improving and innovating** - Identifying potential risks and challenges for projects by closely monitoring the external environment, critically analysing and reviewing evidence and trend information, and anticipating future developments. 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. Willing and able to take calculated risks to achieve goals. Confident making decisions in difficult or uncertain situations, or when time is critical.
- **Collaboration and teamwork** - Modelling open communication and collaboration with other teams, whilst ensuring own team is productive and positive. Supporting staff within the team (managees and others) to achieve objectives. Motivating and supporting managees to develop professionally.
- **People management** - Line management of Project Officer(s), and secondees, apprentices and placement students as required. Management of a wide range of contractors and grant-holders on often complex and long-terms projects. Responsible for recruiting staff including writing new job descriptions, devising and leading interviews, and making recommendations to senior staff.
- **Legal, regulatory and compliance** - Responsible for ensuring staff and projects comply with all necessary legal requirements including GDPR, safeguarding and copyright, and Gatsby policies and procedures.

PERSON SPECIFICATION

EXPERIENCE

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



SKILLS AND ABILITIES

- Oral and written fluency in English. Exceptional writing skills: able to prepare complex and persuasive briefings and reports
- 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. Able to critique published evidence (including that based on large datasets) and create own data sets and undertake advanced analysis in order to draw original conclusions. Able to generate new ideas and processes and translate them into new projects and working practices
- Able to plan and prioritise own work and that of others. 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
- Diplomatic and politically sensitive, able to represent Gatsby views at external meetings. Use good judgement and evidence to form opinions and take difficult decisions in relation to projects and people

KNOWLEDGE AND EXPERTISE

- Specialist knowledge of teacher support, enabling active participation in external discussions and/or practice
- Comprehensive and up-to-date understanding of wider context of work for technical education reform

REQUIRED TRAINING AND QUALIFICATIONS

- None

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
- Works collaboratively with others in all aspects of Gatsby's work, modelling open communication and collaboration with other teams, whilst ensuring own team is productive and positive
- Able to be flexible about working hours and locations, including working remotely and travelling to meetings around the UK and occasionally overseas (may include overnight stays)
- Proactive in maintaining own specialist knowledge, staying up-to-date on new evidence and policy
- Flexible to carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position



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.

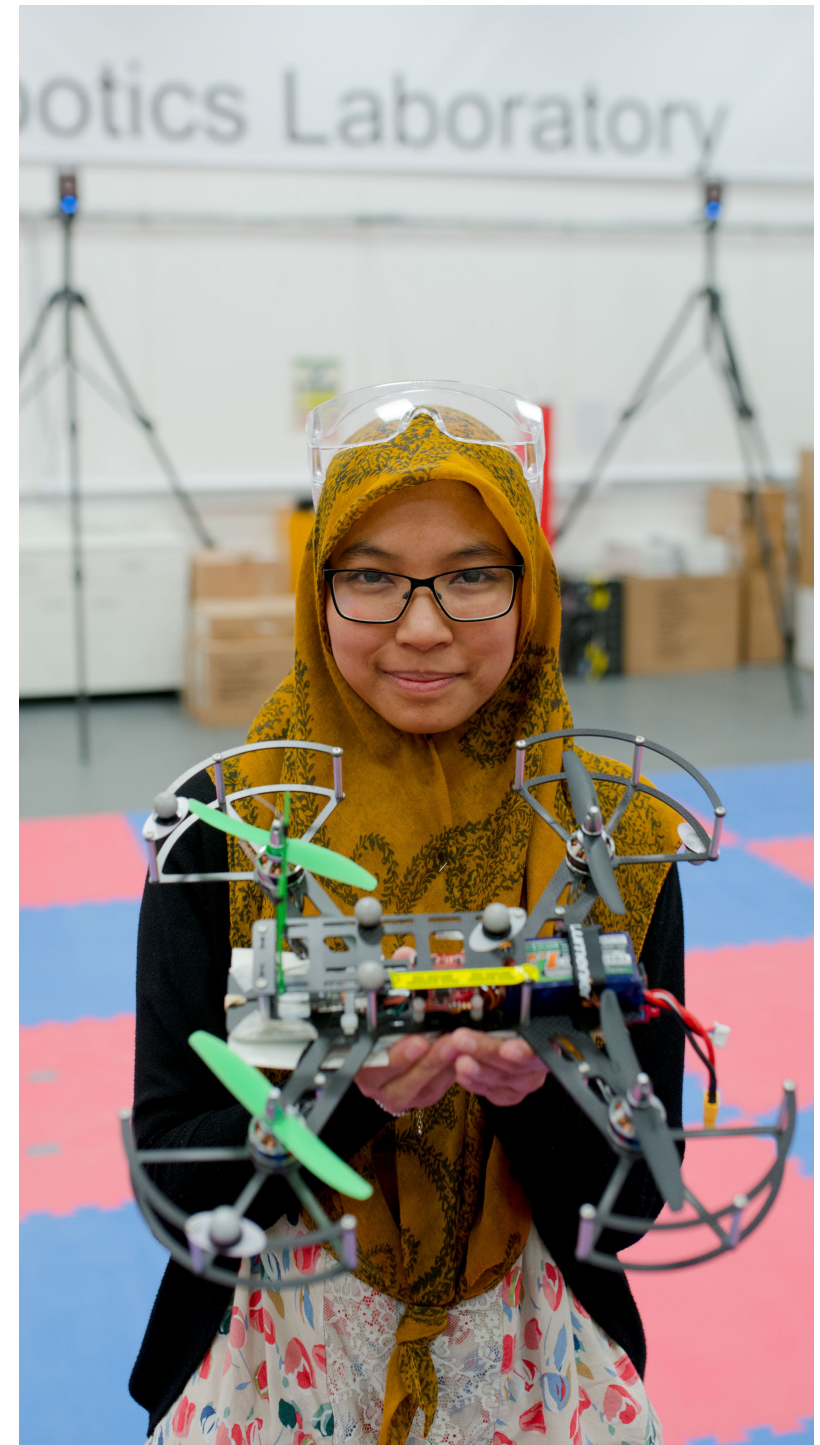
While there is close team working, every individual is self-motivated and sets high standards for themselves and their work. There is also autonomy in how we work, allowing each of us to develop our experience and expertise and to grow in our role. Everyone is encouraged to be proactive in their professional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

Gatsby is one of the 16 Sainsbury Family Charitable Trusts (SFCT) established by individual members of the Sainsbury family. A central corporate services function that includes HR, IT, and, finance colleagues supports each of the SFCTs, including Gatsby. The successful candidate for this role will be office-based either in Manchester or London. Some flexible working would be considered.





HOW TO APPLY

If you are interested in applying for this role you will need to submit;

- an up-to-date Curriculum Vitae (of no more than 2-3 pages)
- a supporting statement explaining why you are interested in this role, how your skills and experience make you a good fit and referring to the Person Specification.

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

TIMELINE

Closing date for applications: 7 November at 10:00 GMT

First round interviews: w/c 22 November

Final interviews: w/c 2 December

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. 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.