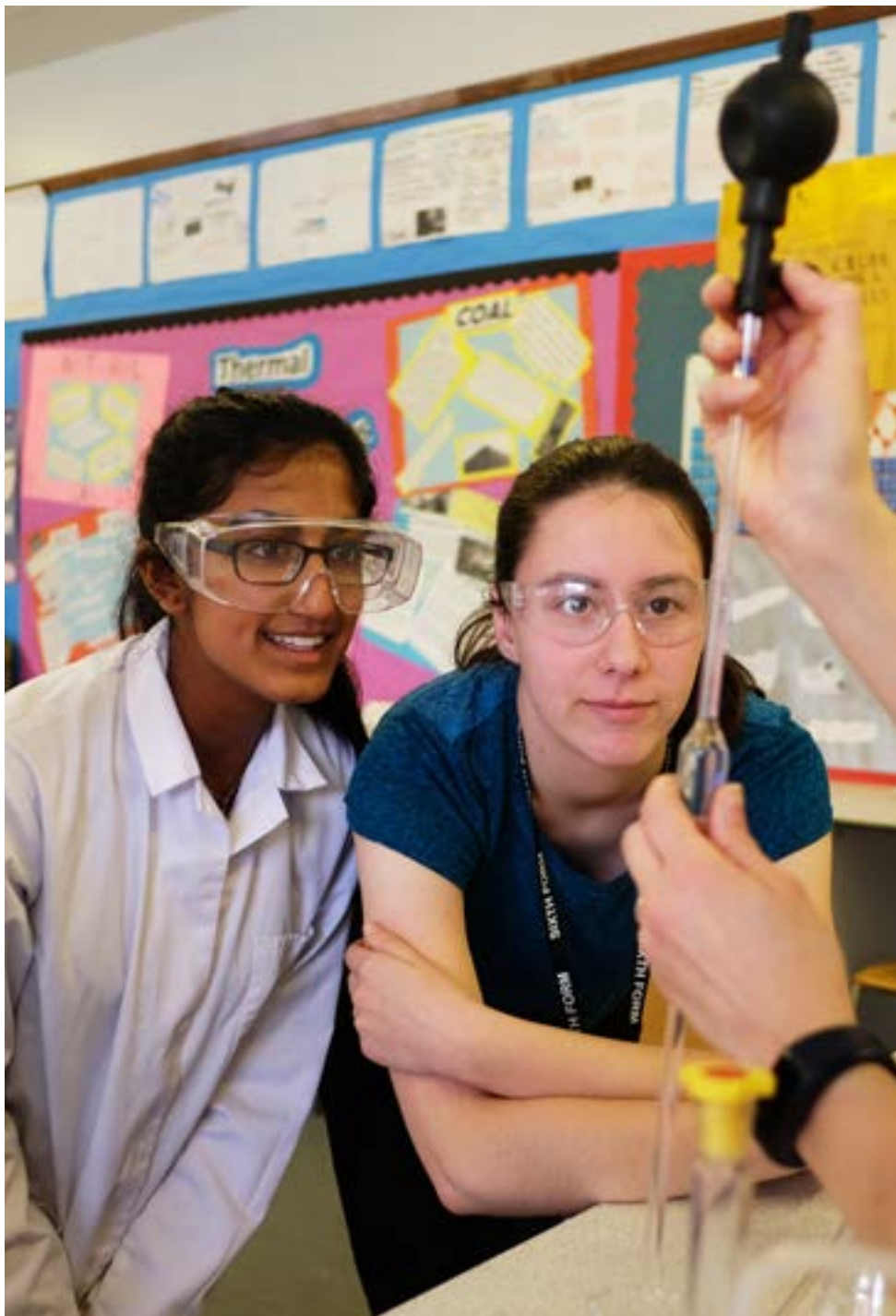




GATSBY EDUCATION
PROJECT MANAGER
CANDIDATE PACK





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:

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: Project Manager (3 year contract)

Reports to: Head of Careers Programmes

Responsible for: No initial direct line management of staff, but supervision of contractors and potential line management of secondees.

Location: Our office is in Central London. We generally expect staff to work from the office for at least three days each week.

Indicative Salary Range: £49-£55K + pension and benefits

The appointment of a Project Manager to focus on our work in career guidance is a new, exciting role for the Gatsby education team. Over the last five years the Gatsby Benchmarks for Good Career Guidance have become embedded into national policy and every school and college in England is using this framework to support young people to make informed decisions about their future. This role will be integral to maintaining and growing this significant impact across the education sector. Gatsby is embarking on project delivery, communications and research activity in new areas in the careers guidance field and the Project Manager will be at the heart of making this possible.

Over the next 18 months Gatsby will be commissioning a significant programme of research and undertaking stakeholder consultation to explore the impact of career guidance. This work is ambitious and time sensitive, and the Project Manager will project manage this activity, driving it forward, ensuring deadlines are met, and stakeholders are engaged and informed about the programme.

Our growing areas of interest also include supporting parents to help their children to make confident and informed decisions about their future. This complex piece of work has multiple internal and external stakeholders, includes a national communications campaign and an educator programme. The Project Manager will be the lynch pin of the work, ensuring – alongside colleagues in our communication team – that work managed by different teams and external partners is aligned and has maximum impact. We are also embarking on new exploratory areas of research and innovation, including understanding and supporting adult career guidance.



The 3 year role demands someone who is an expert project manager. You will thrive on getting things done and will be solution-focused and embrace working flexibly with different internal and external systems. You will have proven success in driving forward projects with multiple partners, and assimilating specialist knowledge to inform your work and secure maximum impact. Delivering these projects within a high-profile grant making organisation you will have experience of working sensitively and thoughtfully with a range of stakeholders, securing buy in from individual practitioners through to national organisations.

This role is an exciting opportunity to make a significant impact across the education system in England and ultimately ensure all young people are supported into fulfilling future careers.

KEY ROLE RESPONSIBILITIES

Project management of high-profile projects being delivered by both commercial agencies and third sector education partners, including:

- A new significant project focussed on careers guidance research and stakeholder consultation, involving oversight of the production of a range of associated resources including Gatsby branded publications and website
- Alignment of an educator-facing programme delivered by a partner organisation with a parental engagement communications campaign (managed by Gatsby communications colleagues and delivered by an external agency)

Setting up and maintaining strong project management and administration systems to secure successful team contributions and secure impact of projects.

Set up and management of grants and service agreements with partner organisations.

Internal (team) and external (education, research, employer, policy) stakeholder collaboration and consensus building. Managing relationships with key organisations, particularly with parental engagement stakeholders and those in the education sector.

Advising the Head of Careers on possible new programme areas, for example work supporting adult career guidance.



GENERAL DUTIES AND RESPONSIBILITIES

- **Organising and managing** - Managing complex projects, advising and negotiating with beneficiaries to keep projects on track and delivering best value for money. Approve and monitor the work plans of external consultants and beneficiaries. Oversee, and drive forward, complex projects, ensuring internal and external stakeholders deliver tasks on time and in budget, and inline with programme objectives.
- **Improving and innovating** - Chairing Gatsby project meetings (eg external project steering groups) ensuring all views are heard, decisions are made, and positive relationships sustained. Responsible for continuously evaluating own projects and deciding when to take a new approach to ensure successful outcomes and/or seeking advice from a more senior member of staff.
- **Collaboration and teamwork** - Identifying potential risks and challenges for projects and adjusting plans secure impact. Including, through closely monitoring the external environment, critically analysing and reviewing published evidence, and anticipating future developments. Contribute constructively to team meetings, proactively share information that may be relevant to team members, and support all colleagues equally. Support and promote diversity and equality of opportunity in the workplace. Work collaboratively with others in all aspects of Gatsby's work
- **Communicating and influencing** - Developing and maintaining productive partnerships with key individuals and organisations. Using multiple sources of evidence in researching and writing articles. Editing articles and reports of others, sometimes on complex and technical issues, for external publication. Contributing to and advocating for policies that will have positive impact on areas of responsibility: making presentations, writing articles, drafting responses to public policy consultations on behalf of Gatsby. Drafting Trustees papers that provide comprehensive updates on programmes and enable decisions on whether or not to fund proposals.
- **Legal, regulatory and compliance** - Responsible for managed projects conforming to all necessary legal requirements including GDPR, safeguarding and copyright.

PERSON SPECIFICATION

EXPERIENCE

- Experience working with both commercial and third sector organisations. Knowledge of relevant field of education: careers guidance, adult skills, technical education
- Experience managing outwards facing projects, ideally with a communications focus, including the production of materials (e.g. high quality reports, educator resources etc)
- Expert and demonstrable project management skills, overseeing projects from inception through to completion and securing impact
- Managed complex projects to successful outcomes, coordinating multiple partners and stakeholders, including budget responsibility. Organised successful complex meetings and events
- Have worked independently, but also as part of a collaborative team, contributing to the achievement of shared aims as well as individual project and professional development goals
- Managed external contracts or grants to deliver agreed objectives on time and within budget. Have been personally responsible for introducing a new process or idea. Have worked independently and within a team, contributing to the success of others as well as self.
- Written well-received documents (such as minutes, briefings, reports, articles)

SKILLS AND ABILITIES

- Oral and written fluency in English. Exceptional writing skills
- Comfortable working with commercial organisations, third sector and partners in education and industry. Able to initiate and develop positive relationships with a diverse range of people and organisations, whether face to face, by email or over the telephone / video conferencing
- Able to persuade, engage and build rapport quickly with new contacts and maintain important working partnerships. Able to research, synthesise and summarise complex information.
- Sufficiently numerate to be able to compile and analyse basic data, create tables and graphs and draw conclusions from your analysis



- Constantly striving to improve own projects and processes, building in effective feedback loops with external beneficiaries or the Gatsby team. Open to new ideas and ways of doing things, ensuring constructive contributions to organisational progress and innovation
- Able to think and act independently, as well as take direction from senior staff and respond to external expert advisors. Willing to work flexibly within an environment that must adapt quickly to external changes, and to applying lessons learned through testing and evaluation
- Able to set and meet own deadlines, and deal calmly and constructively with unforeseen problems. Able to plan and prioritise own work and that of others. Able to meet deadlines under pressure, often balancing conflicting priorities
- Able to manage contractors and grant holders such that projects are delivered successfully. Able to take sole responsibility for project budgets of up to £250,000
- Diplomatic and politically sensitive, able to represent the organisational views at external meetings and high-profile events. Use good judgement and evidence to form your opinions, knowing when to defend them and when to reconsider them in light of new information

KNOWLEDGE AND EXPERTISE

- Exceptional experience managing complex projects, to time and to budget

- Experience managing external stakeholder relationships, including conveying steering groups and consultations, ensuring multiple partners are able to input into projects
- Deep knowledge in a policy or practice area, enabling active participation in external discussions and/or practice that would otherwise need to be outsourced. Understanding of the ways in which policy decisions are influenced and enacted in England

REQUIRED TRAINING AND QUALIFICATIONS

- None

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Inspired by successful project management and goal delivery
- Interest in the role of education (particularly careers guidance and technical education) in improving life chances. Enjoys working as part of a small team
- Sets high standards for themselves and takes pride in reaching these. Highly self-motivated and resilient. Takes a proactive approach to project management and problem solving
- 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
- Having a demonstrable commitment to promoting the value of education to young people, adult learners and the economy.



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.

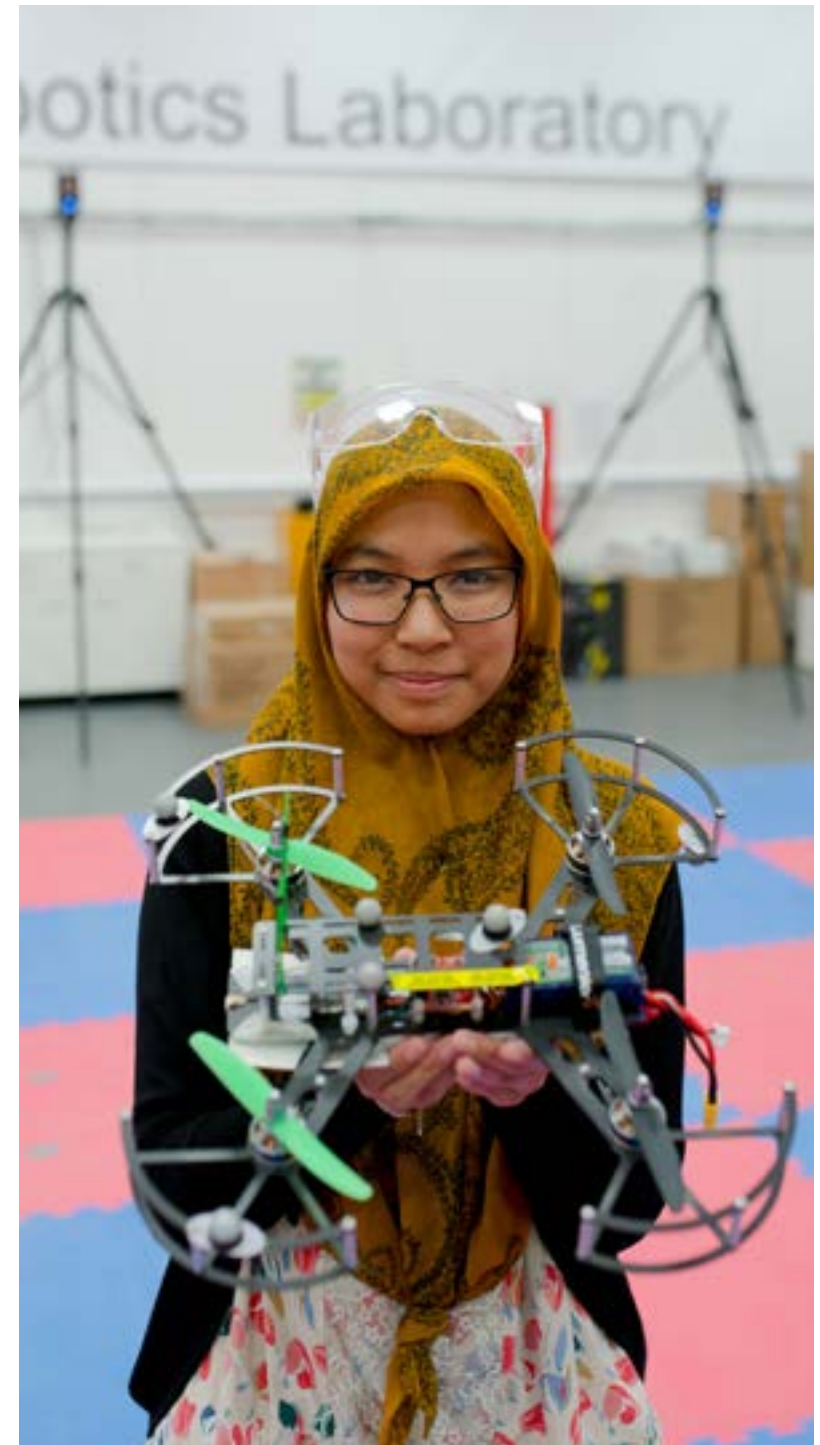
As a small team of fewer than 20 colleagues, we have scope to innovate and idea generation is part of our DNA. Our team size also allows new joiners to quickly get to know everyone, and to feel at home.

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
- Perkbox 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 2-3 pages)
- a supporting statement

Your supporting statement should be no more than 2 pages long. It should explain why you are interested in this role, and how your skills and experience make you a good fit, referring to the Person Specification in this pack.

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

TIMELINE

Closing date for applications: 26th September 2021 at 09:00 GMT

First round interviews: w/c 4th October 2021

Final interviews: w/c 11th October 2021

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 is available, 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.