

A woman with blonde hair, wearing a blue cap, safety glasses, and an orange jumpsuit, is sitting on a yellow piece of industrial machinery in a large factory. She is smiling and looking towards the camera. The background shows the interior of a large industrial building with a high ceiling, metal beams, and various pieces of equipment.

GATSBY EDUCATION

PROJECT MANAGER

CANDIDATE PACK



GATSBY



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

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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 (2 year contract)

Reports to: Director of Programmes

Responsible for: Project Officer, secondees, placement students and beneficiaries as appropriate

Location: Office-based in Manchester with some flexible working

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

Gatsby is establishing an ambitious programme to help the successful implementation of engineering & manufacturing T-levels. You will play an integral part in the delivery of this programme, primarily working at the interface between further education (FE) providers and employers. You will work closely with colleagues, national employer partners and providers to deliver activity including: managing the creation and dissemination of employer awareness-raising materials; the development with employers of discrete projects to support introduction of industry placements in their working environments; co-ordinating events and activity across England; and stimulating and managing opportunities to engage with engineering and manufacturing employers and industry.

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 included subjects for construction & the built environment, digital, and health & science technical education routes, and the first T-level students completed their programmes in summer 2022. T-levels in further routes are being introduced in subsequent years, including from September 2022 for engineering & manufacturing.

This is a role for someone with an established interest in technical education who has an understanding of the engineering and manufacturing industry. You will have a broad remit to manage the implementation of projects, in particular activity that engages employers and employer networks working alongside providers of T-levels to ensure successful outcomes for all stakeholders. You will be confident managing complex projects, communicating with a range of organisations at different levels, and managing grants to ensure projects deliver their intended outcomes. Key success measures for this work will include sustained employer and provider engagement in projects that deliver agreed outcomes for employer awareness raising and industry placement activity.

This is an excellent opportunity to help employers and providers shape technical education reform to benefit both students and industry.

KEY ROLE RESPONSIBILITIES

- Responsible for projects relating to engineering & manufacturing T-level support activity, including co-ordination of partner activity and employer engagement across engineering & manufacturing sector bodies, awareness raising, dissemination and industry placement projects with varied audiences (employers, providers and students).
- Co-ordination of Gatsby's engineering & manufacturing T-level support activity, including administration of reporting and invoicing, cross-area project meetings, dissemination of case study material, supporting in-area activity as required, and line management of consultants.
- Commissioning research to contribute to Gatsby's cross-programme work to improve quality in technical education.
- External delivery of presentations on behalf of Gatsby and for partners to grow awareness of T-levels and ongoing technical education reforms.



GENERAL DUTIES AND RESPONSIBILITIES

- Communicating and influencing - Contributing to and advocating for policies that will have positive impact on areas of responsibility: making presentations, writing articles, attending and contributing to meetings on behalf of Gatsby. Developing and maintaining productive partnerships with key individuals and organisations. Drafting Trustees' papers that provide comprehensive updates on programmes.
- Organising and managing - Chairing meetings involving a range of stakeholders ensuring all views are heard, decisions are made, and positive relationships sustained. Representing and being an ambassador for Gatsby. Managing complex projects with guidance from line manager; advising and negotiating with beneficiaries to keep projects on track and delivering successful outcomes and best value for money. Approving and monitoring the work plans of external consultants.
- 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 surrounding them.
- Collaboration and teamwork - Contribute constructively to team meetings, proactively share information that may be relevant to team members, and support all colleagues equally.
- People management - Line management of Project Officer(s), and secondees, apprentices and placement students as required.
- 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

- Managed projects to successful outcomes, including budget responsibility.
- Managed external contracts or grants to deliver agreed objectives on time and within budget.
- Organised successful complex meetings and events.
- Have been personally responsible for implementing new processes or ideas.
- 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).
- Current knowledge of the engineering and manufacturing sector and/or technical education as it relates to engineering and manufacturing is highly desirable.

SKILLS AND ABILITIES

- Oral and written fluency in English. Exceptional written skills: able to prepare briefings and reports.
- Comfortable working with 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, compile and analyse basic data, create tables and graphs and draw conclusions from analysis.

SKILLS AND ABILITIES

- Able to plan and prioritise own work and that of others. 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. Able to meet deadlines under pressure, often balancing conflicting priorities. Able to manage staff with guidance from senior staff, and manage contractors and grant holders such that projects are successfully delivered.
- Diplomatic and politically sensitive, able to represent Gatsby views at external meetings and high-profile events. Use good judgement and evidence to form opinions, knowing when to defend them and when to reconsider them in light of new information.

REQUIRED TRAINING AND QUALIFICATIONS

- None

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Strong interest in the role of technical education and careers guidance in improving life chances.
- Enjoys working as part of a small team.
- Highly self-motivated; sets high standards for themselves and takes pride in reaching these.
- 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
- 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 based from an office in Manchester with some flexible working.

HOW TO APPLY

If you are interested in applying for this role you will need to submit the following documents to faye.riley@gatsby.org.uk:

- **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.**

TIMELINE

Closing date for applications: 3 January 2023 12:00 GMT

First round of interviews: Arranged as appropriate after receipt of application

Final interviews: w/c 16 January 2023

SELECTION PROCESS

Thank you for your interest in this role. 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.

