

A woman with blonde hair, wearing a dark blue cap, safety glasses, and bright orange work clothes, is sitting on a yellow piece of industrial machinery. She is smiling and looking towards the camera. The machinery is part of a larger yellow vehicle, possibly a forklift or a similar industrial vehicle. The background shows a large industrial facility with a high ceiling, metal beams, and various pieces of equipment. The lighting is bright, typical of a factory environment.

GATSBY EDUCATION

PA/ADMINISTRATOR

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](http://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

Technicians: We Make the Difference is a campaign researched, developed and launched by Gatsby, stemming from our belief that a strong technical education system can open up good career opportunities for young people and adults, as well as driving economic performance. We have also partnered with the Science Museum to create [Technicians: The David Sainsbury Gallery](#), a free, permanent, interactive gallery to showcase the wide variety of technician careers available for young people.

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



## THE ROLE

**Role:** PA/Administrator (0.6-1.0 FTE, 2 year contract)

**Reports to:** Director of Programmes

**Location:** Office-based in Manchester with hybrid working  
(full-time staff are typically office-based Tues-Thurs).

**Indicative Salary Range:** £38k - £41k + pension and benefits

Gatsby Education are looking for an experienced PA/Administrator to join our growing team in Manchester and support the Director and team to deliver their extensive Technical Education Programme.

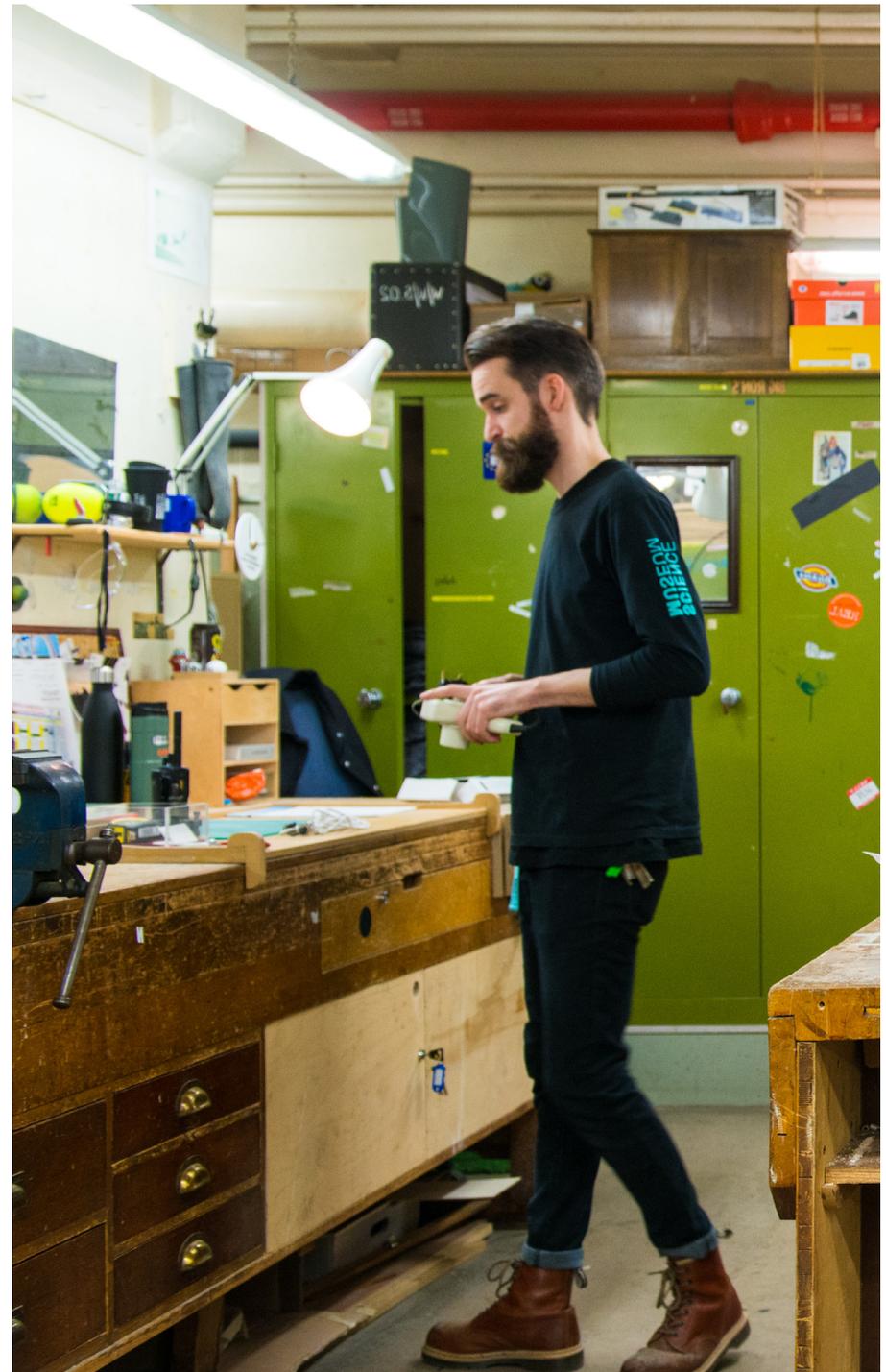
The successful candidate will support the Director with diary management, travel, expenses and stakeholder management, including answering telephone calls, dealing with correspondence and responding to general inquiries. The role will also include supporting the wider team in Manchester with meetings, stakeholder events and ongoing administrative duties, such as updating the website to helping with recruitment. Although the role is based in Manchester, the successful candidate will closely liaise with the senior administrator for Gatsby Education who is based at the Gatsby offices in London, and they will help support external events and whole team activities.

This role is for an experienced administrator, with an adaptable outlook and a willingness to pick up tasks, and who is keen to learn new skills. The central Manchester office is a modern and high spec space and a comfortable working environment.

## KEY ROLE RESPONSIBILITIES

Responsible for the day to day running of the office, providing the Director with PA support and the wider team with administrative support. Support includes but is not limited to, diary management, preparing agendas, booking travel and coordinating itineraries for team and external stakeholders, finance including expenses and stakeholder management, including events.

- Drafting correspondence for stakeholders.
- Answering calls, emails and responding to general enquiries. Liaising with senior external stakeholders, colleagues, consultants and beneficiaries, ensuring good relationships are developed.
- Operating with discretion and displaying good judgement when liaising with contacts.
- Arranging stakeholder meetings, and a range of other internal and external meetings. Compiling agendas, collating and disseminating papers for meetings.
- Proof-reading papers and correspondence.
- Entering and tracking grant information on the in-house grant management system.
- Monitoring receipt of reports and invoices from beneficiaries.
- Managing publication of reports and uploading to the Gatsby website.
- Keeping databases and systems up to date.
- Working with the Director to follow-up late reports and invoices.



## GENERAL DUTIES AND RESPONSIBILITIES

- Greeting visitors, arranging refreshments for meetings, and clearing rooms afterwards.
- General office support, which includes acting as the liaison point with building management, and supporting large events across the Gatsby Education team.
- Be proactive in keeping up to date with developments affecting your work and maintain and improve personal competence through continuous professional development.
- Be flexible and carry out other associated duties as may arise, develop or be assigned.
- Contribute constructively to team meetings, proactively share information that may be relevant to team members, and support colleagues in Manchester and London.

## PERSON SPECIFICATION

### EXPERIENCE

- Demonstrable experience (minimum of 3-4 years experience) in support and PA roles with the proven competence to deal confidently and expertly with a variety of tasks.

### SKILLS AND ABILITIES

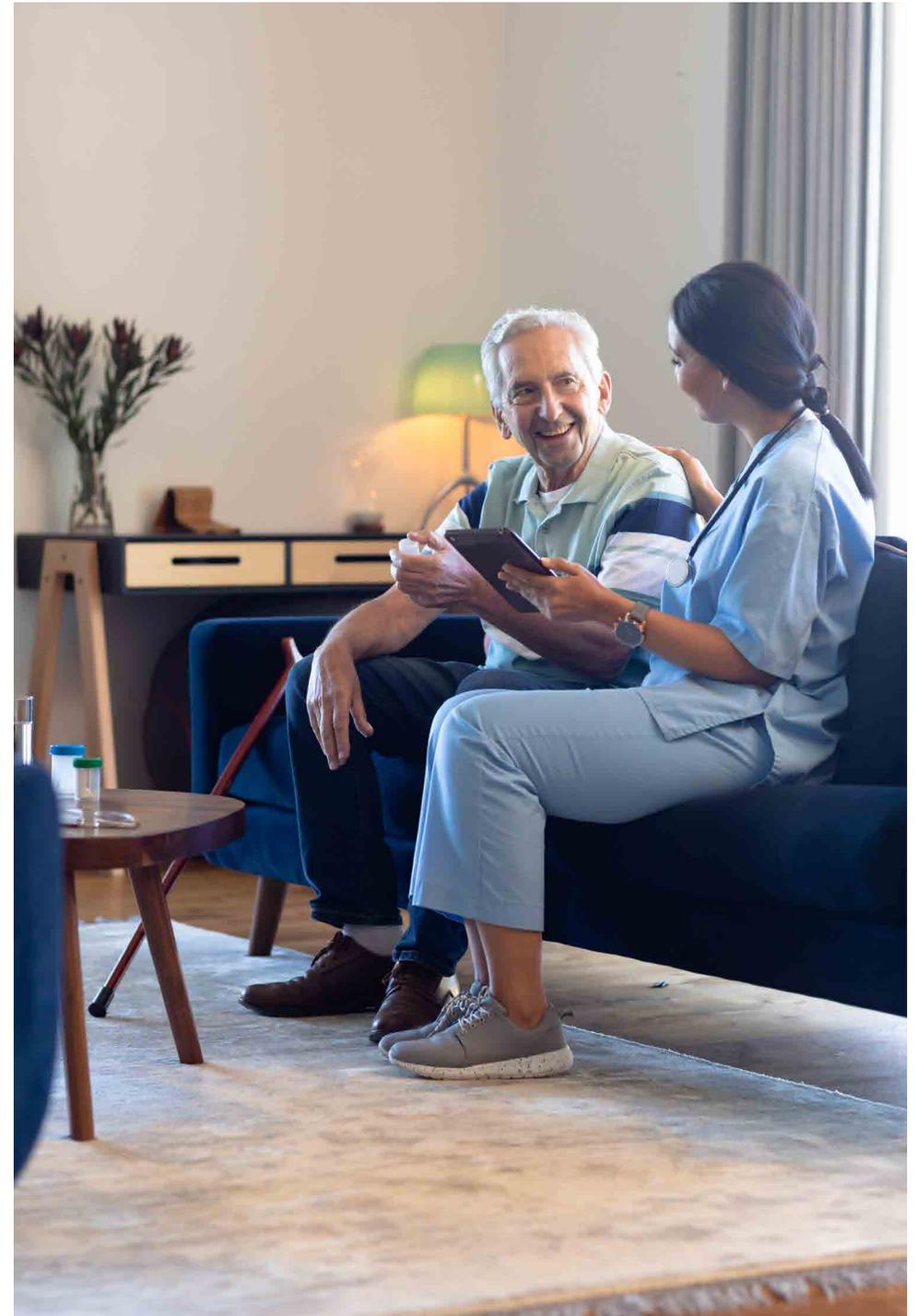
- IT literate, excellent knowledge of MS Office suite and able to grasp unfamiliar IT systems quickly.
- Able to exercise some degree of responsibility and independence.
- A high degree of flexibility, tact and utmost discretion in dealing with external stakeholders.
- Sensitivity to deadlines and effective time management.
- Familiarity with data protection.
- Excellent written and verbal communication skills.
- Good typing and formatting skills.

### REQUIRED TRAINING AND QUALIFICATIONS

- None

## PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Commitment to anti-discriminatory practice and equal opportunities. An ability to apply an awareness of diversity issues to all areas of work.
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- Active and self-led learner who keeps abreast of developments.
- Enjoys working in a complex environment.
- Works collaboratively with a flexible and pro-active approach to work.
- Equally comfortable taking on both demanding and routine tasks.
- Is discrete, punctual and shows good judgement – knowing when to escalate a matter to the next level.
- Friendly, with a willingness to help staff.
- Able to be flexible regarding occasional travel to meetings around the UK, 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 23 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 18 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 Central Manchester with some flexible working.

## HOW TO APPLY

To apply for this role, please submit an up-to-date CV and supporting statement. You should email your application to Faye Riley ([faye.riley@gatsby.org.uk](mailto:faye.riley@gatsby.org.uk)).

## TIMELINE

**Closing date for applications:** Monday 23 October 2023 at 12:00pm GMT

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

**Final interviews:** w/c 13 November 2023

## SELECTION PROCESS

All candidates will receive an update regarding their application shortly after receipt. 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.

