



GATSBY

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:

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 National Network of Institutes of Technology to ensure that they (collaborations between FE colleges, universities and employers) are recognised as ideal models 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.



THE ROLE

Role: Project Manager (2 year contract)

Reports to: Head of FE Curriculum Support

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

Location: Office-based in Manchester with some flexible working

Indicative Salary Range: £58,177 - £62,923 + pension and benefits

You will play an integral part in the design and successful delivery of Gatsby's programmes to support technical education teaching.

Gatsby is expanding an ambitious programme to help teachers in colleges, schools and training providers delivering technical education. You will work closely with the Technical Education Networks' Programme Manager to deliver this exciting programme, including leading the development of curriculum resources and professional development for teachers.

Both T-levels and apprenticeships are aligned to the occupational standards developed by employers and held by the Skills England. 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 Construction, Digital and Health & Science technical education routes, and the first T-level students completed their programmes in June 2022. T-levels in further routes have been introduced in subsequent years including Engineering and Manufacturing, Agriculture from September 2023 and Media, Broadcast and production in September 2024.

This is a role for someone with an established interest in technical education who has an understanding of areas such as curriculum development, professional development for teachers and/or publication processes. You will have a broad remit to manage the implementation of projects, in particular activity to support teachers and providers with T-level delivery. 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 widespread and sustained provider engagement in projects that deliver positive feedback and agreed outcomes to support technical education teaching.

This is an excellent opportunity to help teachers and stakeholders across England to shape technical education that positively impacts individuals, our communities and our economy.

KEY ROLE RESPONSIBILITIES

- Responsible for projects relating to implementation of the Technical Education Networks (TEN) activity, including work to support teachers and providers delivering T-levels
- Managing production of high-quality teaching materials, including reviewing these to ensure high-quality (both directly and with consultants and stakeholders)
- External delivery of presentations on behalf of Gatsby to grow awareness of T-levels, the TEN programme activity, and ongoing technical education reforms
- Managing the delivery of communities of practice to support teachers' professional development
- Managing consultants working on the TEN programme
- Responsible for budget management for your areas of work
- Liaise with Gatsby's communications team and external stakeholders to ensure successful communication, dissemination and uptake of the TEN programme outputs.



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 potential impact for our work.
- **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)
- Experience of teaching resource development and/or publishing is desirable.

This is a key role for Gatsby. If you are unsure if you meet each of the criteria described here - but are excited by the opportunity and want to make a difference - please consider making an application.

SKILLS AND ABILITIES

- Oral and written fluency in English. Exceptional written skills: able to prepare detailed 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 teacher support (for example, through curriculum materials and professional development)
- Works collaboratively with others in all aspects of Gatsby's work, modelling open communication and collaboration with other teams, whilst ensuring own work is productive and positive
- Enjoys working as part of a small team
- Highly self-motivated; sets high standards for themselves and takes pride in reaching these
- Supports and promotes diversity, equality and inclusion 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
- Proactive in staying up to date on new evidence and policy around technical education
- 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 30 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 of 30 days per annum (inclusive of 3 working 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 our Manchester office with some flexible working.

HOW TO APPLY

If you are interested in applying for this role, you will need to submit an up-to-date CV and supporting statement. Details on how to apply can be found at the following link: <https://www.peridotpartners.co.uk/jobs/project-officer-gatsby-charitable-foundation/>

TIMELINE

Closing date for applications: 9am Tuesday, 26th August 2025

SELECTION PROCESS

Thank you for your interest in this role. Further details will be provided to shortlisted candidates when invited to interview. We expect that first interviews will be held 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.

