



GATSBY

GATSBY EDUCATION
PROJECT OFFICER
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 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 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 achieving our goal of 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 Officer (2-year contract)

Reports to: Head of FE Curriculum Support

Responsible for: Secondaries and external stakeholders as appropriate

Location: Office-based in Manchester with with some flexible working

Indicative Salary Range: £49,729 - £53,787 + pension and benefits

You will play an integral part in the 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 managing the development of curriculum resources and facilitating curriculum expert groups.

Both T-levels and apprenticeships are aligned to the occupational standards developed by employers and held by 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 subjects for the 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 from September 2022, Agriculture from September 2023 and Media, broadcast and production from September 2024.

This is a role for someone with an interest in technical education who is a strong communicator and highly organised. You will have a broad remit to support the implementation of programmes across the team, in particular programmes to support teachers and providers with T-level delivery. You will be confident communicating to a range of stakeholders at different levels to ensure national programmes deliver their intended outcomes. Key success measures for this work will include widespread sustained engagement in programmes that are well organised and coordinated.

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

Using a high degree of personal expertise and judgement to support the Technical Education Networks programme, including responsibility to:

- Support delivery of programme objectives for curriculum support of post-16 technical education, primarily through the Technical Education Networks programme
- Arrange meetings and conferences to support work streams of the programme
- Coordinate the development and publication processes for all outputs of the programme including the teaching materials and professional development support
- Manage and upload content to the Technical Education Networks' website
- Provide administrative and budget support for grants and contracts allocated to stakeholders, supporting financial overview of allocations
- Liaise with Gatsby's communications team and external stakeholders to ensure successful communication, dissemination and uptake of the programme outputs
- Maintain effective communication with key stakeholders to ensure long-term impact and engagement with the programme
- Ensure information regarding the programme on the Gatsby and partner websites is coherent and up to date
- Any other duties to support the team deliver programme objectives when required.



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.

GENERAL DUTIES AND RESPONSIBILITIES

- **Communicating and supporting** – Constructing presentations, writing articles, engaging in discussions with and supporting stakeholders. Supporting productive partnerships with key individuals and organisations to deliver positive impact on national education policy. Overseeing and coordinating the production of published teaching materials. Support the commissioning and publishing of research and reports that contribute new understanding to education in the UK and/or improve the impact of projects and policy. Provide comprehensive updates on programmes to be used in papers for Trustees. Represent and be an ambassador for Gatsby.
- **Organising and planning** – Organising projects to keep them on track and delivering best value for money. Updating project plans and contingency planning in the face of significant change and unforeseen disruptive events – including those relating to national policy – to ensure that projects and programmes remain on-track and are still delivered successfully. Arranging meetings involving a range of stakeholders.
- **Improving and innovating** – Closely monitoring the external environment, identifying potential risks and challenges for projects. Maintaining and applying up to date knowledge in relevant focus areas, including an understanding of in-scope policy issues. Identifying 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.
- **Collaboration and teamwork** – Modelling open communication and collaboration with other teams and external stakeholders, whilst ensuring own work is productive and positive. Supporting staff within the team (managers and others) to achieve objectives. Being proactive to support colleagues achieve objectives and undertake work across multiple projects.
- **Legal, regulatory and compliance** – Responsible for ensuring projects comply with all necessary legal requirements including GDPR, safeguarding and copyright, and that Gatsby policies and procedures are followed at all times.

PERSON SPECIFICATION

EXPERIENCE

- Have demonstrated effective project management, undertaking a range of duties simultaneously to achieve outcomes
- Supported external contractors/stakeholders working on outsourced activity
- Have used highly effective organisation skills to ensure duties are completed timely and to the highest quality
- Have produced communication materials for different audiences both internally and externally
- Have worked on online platforms, for example, reviewing and uploading content
- Experience of teaching resource development and/or publishing is desirable.

SKILLS AND ABILITIES

- Maintain and evolve working relationships with partners to ensure sustained engagement on programmes
- Oral and written fluency in English. Exceptional writing skills: able to prepare detailed briefings and reports. Strong digital skills to work within online platforms
- Highly organised and collaborative. Able to build and sustain a network of multiple contacts at different levels
- Able to innovate, generate new ideas and processes and translate them into projects and working practices
- Able to plan and prioritise own work and support others. Able to meet deadlines under pressure, often balancing conflicting priorities
- Able to autonomously manage contractors and grant holders such that difficult delivery problems can be resolved, and escalated as required
- Diplomatic and politically sensitive, able to represent Gatsby views at external meetings. Use good judgement and evidence to form opinions.

REQUIRED TRAINING AND QUALIFICATIONS

- None

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

Using a high degree of personal expertise and judgement to support the Technical Education Networks programme, including responsibility to:

- Strong interest in public policy, especially around technical education
- Strong interest in teacher support (for example, through curriculum materials and professional development)
- Highly self-motivated; sets high standards for themselves and takes pride in reaching these
- Supports and promotes diversity, equality and inclusion 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 work is productive and positive
- Able to be flexible about working hours and locations, including working remotely and travelling to meetings around the UK and potentially overseas (may include overnight stays)
- Proactive in staying up to date on new evidence and policy around technical education.





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.

