



Senior Project Officer - Events and Programme Delivery

Salary:	NJC Scale 5, point 12 - 15 (£25,833-£27255) + generous pension scheme
Contract:	Full time, two year fixed term
Annual leave:	25 days
Responsible to:	Project Lead
Start date:	ASAP
Location:	School 21, Stratford (with work also based in our other two schools)

Join us at the start of something special in education

[Big Education](#) is a charity and multi-academy trust that is bringing together some of the most innovative schools in the city. Recently launched in September 2018, Big Education is a small, start-up charity with a Big Ambition. To bring together the energy and spirit of our schools, teachers and communities to deliver a bigger and bolder vision of what education can be.

We believe deeply that we need to educate the whole child – head, heart and hand. And if we do that with innovation and rigour, then young people will be equipped to make a difference to the world.

There are three main strands to our work:

1. **Running schools:** Big Education is currently running three schools and have had permission from the Department for Education to open another two. The schools that we are currently running are:
 - a. School 21
 - b. Surrey Square
 - c. International Academy of Greenwich
2. **Building an ecosystem:** We want to create a series of products and programmes that allow us to take the innovative practice from our schools and share it with others across the country.
3. **Building a movement:** We want to build a coalition of people who are united around the idea that the education system needs to be done differently. We want to influence those in the highest positions in government, business and education to make decisions that are a catalyst for change.



The role

This is an exciting role for someone who is highly organised, meticulous and a self-starter. You will be enthused by the prospect of working in a start-up organisation.

Working with some of the most interesting thinkers in the field, Big Leadership Adventure develops leaders in education who have the skills, commitment and toolkit to shape the system for the future. The programme works with leaders who are committed to changing the story in education.

You will work alongside the Project Lead to support on the delivery of the leadership programme, ensuring that each participant has a positive experience and our events run smoothly. The Senior Project Officer will be highly organised, have excellent attention to detail and able to manage competing priorities. You will enjoy planning high quality events, with the experience of participants at the forefront of your mind.

You will enjoy working in a fast paced environment, where no day is the same. Having strong initiative, you will work both autonomously and collaboratively in a small team.

Being a point of contact for participants on the programme, you will have excellent stakeholder management skills and able to build positive relationships with the leaders on the programme.

Having an interest in project management, you will work with the Multimedia Designer to coordinate the design of our online content for the new leadership platform.

There will be a number of projects to take on as part of this role. You will be excited by the prospect of delivering these and developing new skills. Big Education is committed to the development of its staff and you will receive strong line management and development opportunities throughout. You will also be committed to your own development, open to feedback and learning.

Key accountabilities

- Delivers on the logistics and administration of the Big Leadership Adventure
- Supports with the programme architecture: events, venues, meetings, diary, processes, speakers, trainers and resources
- Provides support to participants throughout their time on the programme, monitoring the Big Education email inbox and sending regular communication to ensure their experience is positive
- Builds effective relationships with potential participants and schools, providing information about the programme to increase engagement
- Tracks progress of participants, including attendance, deadlines and programme evaluations
- Work with our Multimedia Designer, Project Lead and Co-Directors to coordinate the online content for our leadership platform
- Leads on the logistics of partnership and dissemination events (e.g. Dialogues)
- Develops expertise in Salesforce's CRM system, and supports the Big Education team in making effective use
- Supporting with online communication
- Liaising with external stakeholders and potential partners
- Takes on other projects that help Big Education to fulfil its mission
- To carry out any other duties as may reasonably be requested by line manager and Co-Directors of Big Education



Competencies

Essential

- Interest in the education sector and issues surrounding social mobility
- Ability to be flexible and prioritise effectively when working in a startup environment
- Excellent administrative skills and attention to detail
- Ability to communicate effectively to a range of audiences, both written and verbally
- Strong initiative, with an ability to work to a high level of autonomy
- Excellent stakeholder management skills (both internal and external)
- Experience in leading and managing a project
- Very good IT skills and a willingness to develop these
- Ability to work under pressure and to work to deadlines as required
- Ability and willingness to take on new projects
- Reflective and open to feedback
- Ability to work independently and collaboratively when necessary

Desirable

- Experience in online content management systems (such as Wordpress)
- Previous knowledge of working to comms guidelines to produce original written content

You will love this job if...

- You enjoy working in a fast paced, startup environment
- You want to be part of a growing force for innovation in education
- You enjoy working with committed people in a purposeful environment
- You have an exceptional attention to detail, and are a naturally organised person
- You enjoy taking ownership of your work and shaping projects
- You are passionate about education and creating opportunities for young people

How to apply

Please complete the online application form which can be found [here](#).

If you wish to have an informal discussion about this role, please email us on info@bigeducation.org.

Closing date: 9am, Friday 6 September

Selection date: Monday 16 September