

# **EDUCATION PROGRAMME COORDINATOR [HIGHLANDS & ISLANDS]**

## **RECRUITMENT PACK**

**Closing Date: 1pm, 21 June 2021**

**Interviews: 29 June - 1 July 2021**



**SOCIAL  
ENTERPRISE  
ACADEMY**

# Education Programme Coordinator

**PERMANENT | FULL TIME** (35 hours per week with flexible working opportunities)

**SALARY £19,000 TO £21,000 DEPENDING ON EXPERIENCE PLUS COMPANY BENEFITS**

**BASED IN HIGHLAND – WORKING FROM OUR MUIR OF ORD OFFICE ONE/TWO DAYS A WEEK WHEN REGULATIONS ALLOW** (currently remote working due to Covid-19)

**Join us to help create a social enterprise in every school in Scotland in the next 3 years.**

**Thank you for your interest in our Education Programme Coordinator role.**

In their **10 year Strategy for Social Enterprise**, the Scottish Government announced its ambition to see a social enterprise in every school in Scotland. We have been tasked with leading on the delivery of this goal.

“If you could create a business to solve any social issue in your community, country or the world, what would it be?” This is what we ask young people across Scotland every year. The result? Innovative social enterprises that are completely pupil-led and solving the issues that matter most to them.

From making sustainable crafts to funding community defibrillators to tackling local unemployment through computer coding classes, these young people are stepping up, taking action and demanding change.

Since the Social Enterprise in Education programme began we’ve had over 1,600 school engagements across Scotland and in that time we have seen young people change how they see themselves and grow hugely in confidence while building essential skills for the future. We work with nurseries, primary and secondary schools and schools for young people with additional support needs.

Your role will be to support this activity from our Highlands and Islands office, supporting facilitators and social entrepreneurs to work with the schools to make this vision a reality. As part of a highly motivated team, this opportunity offers variety, satisfaction and a great opportunity to be part of something that is making a difference to Scotland.

We look forward to reading your application!

Yours sincerely,



Neil McLean

**Chief Executive**  
**Social Enterprise Academy**

## JOB PURPOSE

To support our Education Team's roll out of the Social Enterprise in Education Programme in schools across Scotland. Providing excellent customer service, administration and coordination skills to aid the team as they develop relationships with key influencers in Local Authorities, Schools and Social Enterprise Networks and manage the organisation of our teachers CPD programme and programme related events.

## MAIN RESPONSIBILITIES

### COORDINATE THE DELIVERY OF OUR SCHOOLS PROGRAMME, REPORT ON ITS SUCCESS AND PROVIDE ADMINISTRATION SUPPORT TO EDUCATION TEAM AND EDUCATION FACILITATORS:

- To provide a day to day professional and friendly point of contact for our schools – dealing with enquiries and providing information by phone, email and face-to-face
- Lead on the organisation of Education events such as our Dragons' Den competitions and the Academy's Annual Education Awards ceremony, including coordinating the event on the day itself
- To work with your area Education Manager to help identify the needs of each school and to ensure they receive all relevant resources and support in order for them to progress successfully through the Education programme
- To make the logistical arrangements for CPD programmes, activities and Education events including collating appropriate learning materials, booking venues, catering and equipment
- To liaise closely with the Highlands and Islands Education Facilitators and Education Team in your area and support them with day-to-day tasks and delivery of the education programme
- To provide effective administrative and reporting support to ensure programme and learner information is accurately recorded on internal systems and captured for reporting purposes
- To collate evaluation forms into an overview format for the Education Team, gather and analyse data for reporting purposes and for Education KPIs
- To work with the Marketing and Communications Officer to raise the profile of the Schools programme, obtain material and input to promote the programme, including content for case studies, Education Showcase and the annual Schools Special of the Big Issue Magazine
- To manage the introduction and development of new technology solutions where appropriate, supporting Education Facilitators and Team members to use a range of platforms
- To coordinate Education Facilitator diaries, booking them in for pupil workshops and teacher CPDs
- To manage events in the Highlands and Islands Education Team members' diaries, including booking travel for team members and setting up regular Education Facilitator meetings
- To undertake additional administration tasks as and when required
- Be a supportive team member and work collaboratively and positively with the Education Team, Global Learning Lab, Education Facilitators and other staff

# PERSON SPECIFICATION AND ADDITIONAL INFORMATION

**We appreciate that the best person for this job might not have all the listed criteria yet so if you feel your experience and skills will help you to make a great contribution in this role and you have the right mind-set, we would welcome an application from you.**

## ESSENTIAL

- A track record in providing administration to a project or new initiative
- Customer focussed with excellent interpersonal and communication skills
- Good administrative and office skills including information and communications technology
- Excellent working knowledge of Microsoft Office and digital platforms such as Zoom, Teams
- Highly organised and efficient
- Dedicated team member who is willing to take on extra responsibilities at busy times to ease pressure off other team members and contribute to the overall success of the programme
- Sound organisational skills and attention to detail
- Ability to manage own workload and take initiative
- Commitment to the values of social enterprise
- An understanding of, and commitment to, the values of equality of opportunity, diversity and inclusion, and social enterprise
- A willingness to travel, including to monthly Education Team meetings that are sometimes held in Edinburgh
- Full UK Driving Licence

## DESIRABLE

- Geographical knowledge of the highlands and islands area
- Gaelic language proficiency (spoken and written)
- A basic understanding of Curriculum for Excellence and the fast-pace of school environments
- Experience of working in the third sector
- Experience of managing events

## MANAGEMENT AND SUPERVISION

You will be part of the Education Team and report to the Education Manager for your area.

## OUR COMMITMENT TO DIVERSITY AND INCLUSION

- We believe that having a diverse and inclusive staff makes for better discussion, better decision making and better organisational impact. It also better reflects the people, businesses and communities we support
- The Social Enterprise Academy is committed to the active promotion of Equal Opportunities and the living wage as an employer and in the provision of services to the community
- As part of our commitment to diversity and inclusion we are taking active measures to improve and ensure that our recruitment process is accessible and inclusive.

When you apply for a job with us, you can know that:

- The advert language has been pre-assessed for gender bias
- Our application form is in word document format, with alternative formats available upon request
- We are happy to discuss reasonable adjustments for your application and/or interview process
- We anonymise applications ahead of the shortlisting process

## TERMS & CONDITIONS

- Permanent
- 35 hours per week (with option for flexible working)
- Annual leave entitlement is 25 days plus 10 public holidays
- Staff benefits include a company pension, an employee assistance programme and learning and development opportunities
- Notice period – one month

## HOW TO APPLY

- Complete the application form and the equality and diversity monitoring form
- Send your application form and equality and diversity monitoring form in **Word document format** to Maya Wenzel via email - [schools@socialenterprise.academy](mailto:schools@socialenterprise.academy) by **1pm, Monday 21 June 2021**
- Please note that interviews will take place between **29 June – 1 July 2021** via Zoom

More information available at: <https://www.socialenterprise.academy/scot/join-the-team>

**If you have any questions or if you would like to discuss any reasonable adjustments for the application or interview process please get in touch:**

**Maya Wenzel | 0131 243 2670 | [schools@socialenterprise.academy](mailto:schools@socialenterprise.academy)**





Canada



Zambia



Global Gathering – Scotland



India



Australia



Global Gathering





# SOCIAL ENTERPRISE ACADEMY

leadership | enterprise | learning | social impact

[www.socialenterprise.academy](http://www.socialenterprise.academy)

## WE WOULD LOVE TO HEAR FROM YOU!

For more information, please contact:

[schools@socialenterprise.academy](mailto:schools@socialenterprise.academy) | 0131 243 2670



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