Job Specification

Education Officer - Digital Discourse Initiative

Location: Glasgow office with flexibility
Reports to: Directors
Hours: 36 hours (post funded until April 2026, funding dependent thereafter)
Salary: £30,313 - £34,627 (dependent on experience) per annum

Job Summary

We’re looking for an experienced and values driven candidate to join our team as we expand our ‘Digital Discourse Initiative’ programme. This is a unique opportunity to lead on the development of educational content and the delivery of workshops around disinformation, prejudicial conspiracy narratives, online hate, and critical media literacy for schools and education settings.

About our charity - Time for Inclusive Education (TIE)

We are an education charity working with schools to address the prejudice, stereotypes and stigma that can lead to homophobic, biphobic and transphobic bullying behaviours. We work with national education partners, deliver services for teachers and learners in schools and communities, and develop teaching and curriculum resources. Our core work focuses on the implementation of Scotland’s National Approach to LGBT Inclusive Education.

In 2024, we launched the ‘Digital Discourse Initiative’ with international partners, a new programme complementing our core work which provides schools with tools and strategies to address the growing impact of disinformation, online hate, prejudicial conspiracy narratives, and ideologies like the so-called ‘Manosphere’ on children and young people. We are hiring a dedicated Education Officer to work on the expansion of this programme.

Role Overview and Responsibilities

An exciting opportunity has arisen for a full time Education Officer to join our team and work on the expansion of our ‘Digital Discourse Initiative’ programme. This will include upscaling the programme by developing and piloting new inputs for primary and secondary school pupils and new resources, including curriculum and teaching materials for schools. New materials will focus on core themes in the existing ‘Digital Discourse Initiative’ professional learning course for teachers. Further information about this is [available here](https://tie.scot/news/digital-discourse-initiative-launched-to-counter-the-effects-of-online-hate-in-schools/).

The successful candidate will report to Directors. This role will include directly delivering education sessions for pupils of varying ages and stages, and information sessions for teachers, school staff, and educators. Additionally, this role will have responsibility for resource and project development, and potential liaison with international partners.

The intention is that the successful candidate for this post will be working within Scottish schools on a regular basis. For this role, we are seeking applications from creative individuals who are passionate about diversity and inclusion, with a strong understanding of the contemporary nature of disinformation, online hate, and the ability to teach critical media literacy skills to diverse audiences.

The successful candidate will be confident working with diverse audiences of school pupils, including harder to reach demographics such as teenagers who may already have engaged with ‘Manosphere’ narratives or prejudicial ideologies online.

You will be responsible for:

Service Development and Delivery

* Developing education workshops for primary and secondary school pupils focused on themes including disinformation and prejudicial conspiracy narratives, connected to core content in the ‘Digital Discourse Initiative’ programme for teachers.
* Piloting, delivering, and evaluating the impact of education workshops for primary and secondary school pupils.
* Delivering information sessions about the ‘Digital Discourse Initiative’ to adult audiences, including teachers and school staff, as well as parents and carers.
* Upholding and maintaining the organisation’s Safeguarding and Child Protection Policy. Mandatory child protection training will be provided. This role requires PVG scheme membership.

Workload Management and Admin

* Competent in effectively managing competing workloads - including school delivery, travel time, resource development, and broader professional commitments.
* Responsible for regular communication with schools, teachers and school staff, education professionals, and partners. Excellent communication skills are required.

Meeting Outcomes and Reporting

* Ensuring high standards of service delivery that results in strong evaluative outcomes for the organisation and its beneficiaries.
* Meeting core service delivery outcomes including supporting school pupils, teachers and staff, and adult audiences including parents and carers to improve their knowledge of disinformation, prejudicial conspiracy narratives, online hate and develop their skills in critical media literacy and digital resilience.
* Contributing to regular progress reports and identifying potential opportunities for improvement and expansion.

What’s in it for you?

The successful candidate will play a central role in supporting organisational culture, services, and initiatives, with others on the team. We are a small, thriving and innovative workplace, where employees are supported to reach their potential. This role will be operating within a fast-paced, evolving cultural and technological climate. The successful candidate will be at the cutting edge of developing innovative educational responses to issues of growing concern: disinformation and online hate.

This role will involve frequent school-based delivery across Scotland, with flexibility to work from home or the Glasgow office on non-delivery days.

We are:

* A Living Wage accredited employer
* A workplace with a trade union recognition agreement
* A period positive employer
* A multi-award winning charity with a national reach
* A modern organisation that is agile and open-minded to the needs of our team
* An organisation with a growing footprint through collaboration with national and international partners on innovative educational projects

We have:

* An easily accessible management team and Trustees who are available to support you at all times
* A modern and innovative workplace environment in Glasgow City Centre with private, outdoor, and co-working space, and excellent transport links
* A commitment to maintaining a workplace where everyone feels valued and has opportunities to develop their skills

We will:

* Invest in your growth and development with professional development opportunities
* Provide mandatory refreshed training opportunities, including understanding Scottish Education and the Curriculum for Excellence, and Child Protection and Safeguarding
* Support your mental health and well-being with regular initiatives, including a full free employee subscription plan for Headspace
* Support trade union membership. We have a recognition agreement with Unite the Union

Salary: £30,313 - £34,627 (dependent on experience). Paid in arrears on the last working day of each month.

Holiday Entitlement: 30 days paid holiday entitlement per annum, with select public holidays in addition.

Pension: The charity provides an automatic pension scheme to employees.

Safeguarding: Time for Inclusive Education is committed to safeguarding and child protection. This role requires PVG scheme membership prior to an offer of employment being confirmed. The charity will meet the cost of a new or existing PVG scheme application.

Fully funded until April 2026 and dependent on renewed grant funding thereafter.

Person Specification

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| Essential Criteria |
| * The right to work in the United Kingdom
* A current full and clean UK Driving License
* Passionate about the core work and purpose of the charity
* Ability to design and deliver interactive and engaging educational content
* Confident working with and presenting to diverse audiences including school pupils, teachers and education professionals, and parents and carers
* Confident working with and presenting to disengaged or challenging audiences
* Excellent oral and written communication skills
* Highly motivated, reliable and punctual, with excellent diary management skills
* Ability to work as part of a small team or alone in a dynamic and fast-paced working environment
* Proficient research and analytical skills, with an ability to generate innovative ideas for resources and materials
* Sense of initiative with the foresight to plan for future problems and opportunities taking a holistic overview and solutions-based approach
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| Desirable Criteria |
| * An understanding of Scottish education and Curriculum for Excellence
* An understanding of contemporary online spaces and issues relating to them, including disinformation, the proliferation of online hate, and how young people engage with online platforms
* Knowledge of the so-called ‘Manosphere’ and similar online narratives
* Qualifications in teaching or Community Learning and Development (CLD) / youth work
* Experience in delivering training for teachers and school staff
* Experience in developing and delivering education workshops or learning content for young people
* Experience in developing and delivering information sessions for parents and carers
* Experience in developing educational resources for schools or youth settings
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How to Apply

Please email recruitment@tie.scot to return a CV and Cover Letter demonstrating how you meet the Essential Criteria in the Person Specification, and why you would be a suitable candidate for this post with reference to the Job Specification.

CLOSING DATE: Friday 29th August 2025 at 17:00

Shortlisted candidates will be invited to a panel interview and asked to deliver a short presentation to a group of secondary school pupils. Further information and guidance will be provided in advance.

We are an equal opportunities employer and would welcome applicants from underrepresented groups and with diverse backgrounds, including non-traditional education routes.