

Job Specification

Education Officer - Digital Discourse Initiative

Location: Glasgow office with flexibility

Reports to: Directors

Hours: 36 hours (post funded until April 2027, funding dependent thereafter)

Salary: £34,627.80 - £36,833.59 (dependent on experience) per annum

Job Summary

We're looking for two experienced, values driven candidates to join our team as we expand our Digital Discourse Initiative programme. This is a unique opportunity to deliver high-quality learning focused on 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 specialising in anti-prejudice education. We deliver professional learning, learner workshops, and curriculum resources, with a core focus on supporting Scotland's National Approach to LGBT Inclusive Education.

In 2025, we launched the Digital Discourse Initiative with international partners. The programme equips schools with tools and strategies to address disinformation, online hate, prejudicial conspiracy narratives, and harmful online ideologies that increasingly affect children and young people.

We are now recruiting two Education Officers to support the expansion and delivery of this growing programme.

An insight from an Education Officer

"Being an Education Officer with Time for Inclusive Education is a genuinely rewarding role that offers the chance to make a real difference to young people and educators across Scotland.

Alongside delivering workshops, professional learning, and developing educational resources, I particularly value the research aspect of the role. Having opportunities to explore emerging issues affecting young people and use those insights to shape educational practice makes the work both meaningful and impactful.

One of the highlights of my time in the role has been my involvement in the Digital Discourse Initiative. Through this work, I have supported schools to equip young people with the knowledge and skills to navigate online spaces critically and safely, build resilience to disinformation, and recognise and challenge prejudicial or hateful content.

Creating learning experiences around these issues has been especially rewarding, helping young

people think critically about how online content can influence their behaviour and relationships.

Having previously worked as a classroom teacher, one of the things I enjoy most about this role is the variety it offers. It encourages collaboration and creativity, while providing opportunities to contribute to meaningful educational change that supports inclusion and empowers young people to engage confidently with the world around them."

- TIE Education Officer

Role Overview and Responsibilities

An exciting opportunity has arisen for two full-time Education Officers to join our team and support the expansion of our Digital Discourse Initiative programme. The roles will involve delivering the existing programme while developing and piloting new resources for primary and secondary schools, including curriculum and teaching materials based on the core themes of the Digital Discourse Initiative professional learning programme. Further information about this is [available here](#).

The successful candidates will report to Directors. These roles will include directly delivering education sessions for pupils of varying ages and stages, and information sessions for teachers, student teachers, school staff, and educators. The role will also include responsibility for resource development, project delivery, and potential liaison with national and international partners.

As the post involves regular work within Scottish schools, we are seeking creative and experienced educators with a passion for diversity and inclusion, a strong understanding of disinformation, online hate, and contemporary digital culture, and the ability to develop critical media literacy skills across a range of audiences.

Successful candidates will be confident working with diverse groups of learners, including older pupils who may already have encountered prejudice, conspiracy narratives, or harmful online communities such as the so-called 'Manosphere'.

Initially, the role will focus on the Digital Discourse Initiative, with the potential to contribute to the delivery of our wider programmes in the future, including LGBT Inclusive Education professional learning and learner workshops.

You will be responsible for:

Service Development and Delivery

- Delivering 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.
- 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, student 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, student 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 candidates will play a central role in delivering our programmes and services as part of a small but innovative and collaborative team. We are a thriving organisation that invests in staff development and supports our team to reach their full potential.

This role operates within a fast-moving social, cultural, and technological landscape. Successful candidates will be at the forefront of developing and delivering innovative educational responses to some of the most significant challenges affecting children and young people today, including disinformation, online hate, polarisation, and the effects of harmful online narratives.

This role will involve regular delivery in schools across Scotland, with flexibility to work from home or our 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 and impact
- A modern, agile organisation that values flexibility and supports the needs of our team
- An organisation with a growing national and international profile through innovative partnerships and collaborative educational projects

We have:

- An accessible and supportive management team, alongside Trustees who are available to provide guidance and support when needed
- A modern and innovative workplace environment in Glasgow City Centre with private, outdoor, and co-working space, and excellent transport links
- A strong commitment to creating a workplace where everyone feels valued and supported to develop their skills and expertise

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 wellbeing through a full, free employee subscription plan for Headspace
- Support trade union membership through our recognition agreement with Unite the Union
- Provide opportunities to build expertise in emerging areas of educational practice, including digital literacy, online harms, and anti-prejudice education

Salary: £34,627.80 - £36,833.59 (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 2027 and dependent on renewed grant funding thereafter.

Person Specification

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, student teachers, 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

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 3rd July 2026 at 17:00

Shortlisted candidates will be invited to a panel interview and asked to deliver a short presentation to a group of 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.