

Job Description: Project Coordinator (Investment Investigators)

- Contract: Part-time, 0.4 FTE (2 days per week), fixed-term to June 2027
- Employer: Didasko Education Company Ltd
- Location: Home based with travel across Scotland for school/partner events
- Salary: £32,000 FTE pro rata for 14 hours per week (£12,800)
- Reports to: CEO, Future Asset / Head of Operations, Didasko Education
- Start date: As soon as possible (subject to funding timelines)

About Future Asset

[Future Asset](#) is a programme which aims to inform, engage and enthuse girls and young women about careers in investment management and the wider financial services. It was established in 2017 to address the under representation of women in investment management. We run an annual competition for school students and continue to work with “alumnae” who have completed the programme to help them explore carers and build experience. We are also developing additional educational materials and projects which can be used with all students, and the Investment Investigators project is a key part of this.

Future Asset is part of [Didasko Education Company](#), a financial education charity registered in Scotland (SC040205). Didasko also runs the [Library of Mistakes](#), [Leavers' Money Skills](#) – a financial education programme, and a course on financial history and markets for professionals and undergraduates.

Purpose of the role

Lead the development and delivery of the Investment Investigators project including a hybrid digital/physical educational game and resource suite that introduces secondary school students (ages 11–17) to investing, finance and business. The role coordinates content development, stakeholder engagement, developer liaison, pilot testing, and roll-out to schools, ensuring resources are high-quality and curriculum-aligned.

Key responsibilities

Project leadership and delivery

- Plan and deliver the project from scoping to launch, maintaining timelines, risks, and budget.
- Establish and coordinate an Investment Investigators Development Group including students, educators, finance and IT professionals: plan agendas, facilitate meetings (every ~2 months), capture actions, and drive follow-up.

- Manage the update of the existing game into a web-based tool with printable assets, working with external IT/development partners and designers.

Content and curriculum

- Review, test and develop game scenarios, fund types and client profiles to ensure they are engaging and age appropriate.
- Work with Future Asset team to produce or commission supporting materials including teacher guides, slide decks, activity sheets, and video scripts aligned to the Scottish secondary curriculum and financial education frameworks.
- Ensure accessibility and inclusion are embedded including clear language, differentiated tasks, printable options, and suitability for rural or low-tech settings.

Piloting and stakeholder engagement

- Organise and deliver regional pilot sessions and in-class testing with circa 10–12 schools and 2 colleges, gathering student and teacher feedback to improve resources.
- Liaise with Education Scotland, Qualifications Scotland and local authorities where appropriate to ensure alignment and support routes to accreditation where relevant.
- Build and maintain an educator network to support feedback, peer learning and future development.

Monitoring, evaluation and reporting

- Set up simple registration, tracking and feedback processes including pre and post pilot surveys and qualitative case studies.
- Produce progress reports for internal leadership and the charitable funder, evidencing outcomes (reach, engagement, skills/career awareness).
- Maintain project documentation including implementation guide for Future Asset team use post-launch.

Operations and communications

- Work with Future Asset team to coordinate procurement and supplier relationships for digital and print delivery, including web testing and print runs.
- Draft web copy and user guidance for the resource hub and support promotion to schools, DYW (Developing the Young Workforce), and Skills Development Scotland.
- Represent Future Asset and Didasko Education Company professionally at workshops, school visits and launch events whilst championing our diversity and inclusion goals.

Safeguarding and compliance

- Follow organisational safeguarding, data protection, health and safety, and volunteer management policies.
- Ensure consent, image use and data collection meet required standards.

What success looks like by project end

- A robust, user-tested hybrid game and resource suite is live on the website supported by printable packs.
- Clear educator guidance and curriculum links published.
- An active educator network and feedback loop is established.
- Measured improvements in student career awareness, wider financial literacy, and skills from pilot to rollout.
- A handover pack enabling sustained delivery beyond the fixed term development project.

Person Specification

Essential

- Experience delivering education projects or developing learning materials including accessibility for diverse, rural and / or low-tech contexts.
- Knowledge of the Scottish secondary curriculum areas and qualification frameworks.
- Strong project coordination skills including planning, stakeholder facilitation, and delivery to fixed deadlines.
- Confidence working with schools and colleges to organise workshops, gather feedback, and refine resources.
- Clear, audience-appropriate writing skills for teacher guidance, student activities, and web copy.
- Ability to manage external partners in design, IT or print, and collaborate with subject specialists.
- Confidence in monitoring and evaluation, including surveys, analysis and reporting to funders.
- Self-starter with ability to work independently and as part of a remote working team, with strong organisation and follow-through.
- Understanding of safeguarding and GDPR in education settings.
- Commitment to equity, diversity and inclusion.
- Willingness to travel across Scotland, flexibility and ability to work some events outside normal working hours.

Desirable

- Familiarity with financial education concepts such as long-term investing, risk and reward, markets, and ethical considerations, and the ability to explain them simply.
- Proficiency with workplace collaboration tools and basic web content updates.
- Experience coordinating volunteer professionals and/or industry partners.

- Experience engaging underserved schools and widening participation initiatives.

Qualifications

- Degree or equivalent professional experience in education, finance, business, or a related field.

Key Terms and Working Arrangements

- Hours: 0.4 FTE (e.g., two days per week). Some flexibility needed around pilot events.
- Contract: Fixed term to June 2027, aligned to the funded project timeline.
- Location: Home based with travel across Scotland for pilots, school visits and events (expenses covered per policy).
- Right to work: Applicants must have the right to work in the UK.
- Safeguarding: Appointment subject to suitable references and PVG checks.

How to Apply

- Submit a CV and a brief cover letter (max 2 pages) outlining your motivation to undertake this role and relevant skills and experience including:
 - An example of an education resource you've created or improved.
 - A short outline of how you would run the first 90 days of this project.
- Include availability and notice period.

Applications should be sent to Helen Bradley, Future Asset CEO at helen@futureasset.org.uk

Application deadline is Friday 10 July 2026