

SHOW RACISM THE RED CARD

Education Manager – North East

Job Description

Title:	Education Manager – North East
Hours of work:	35 hours per week
Salary Scale:	NJC Pay Scale 23 – 30: £30,151 - £36,294
Responsible to:	Director of Operations

Context

Show Racism the Red Card (SRtRC) is an anti-racism charity. The aim of the organisation is to combat racism through anti-racism education and working with professional sporting role models to support the campaign.

Job Summary

The post involves line management of the North East Education Team, managing and expanding the programme of education work by securing funding, maintaining and developing partnerships and joint working initiatives.

The post holder is a member of SRtRC's Senior Management Team (SMT).

Key Tasks

Team Management

- Line Management of all staff members of the North East Education Team
- Managing and planning the programmes of education

Relationship Management

- Liaising with Local Authorities and other potential funders to draw up partnership agreements and joint working initiatives
- Monitoring and evaluating work to ensure efficiency and that the work fits in with strategic objectives of Funders
- Sharing best practice with other organisations

Event Management

- Contributing to the organisation of educational events
- Representing SRtRC at external conferences and events

Education work

- Management of all education work across the North East of England
- Contributing to the development of anti-racism educational resources and programmes of anti-racism education

Human Resource Management

- Implementation and application of SRtRC's HR Policies and Procedures under the guidance of the Director of HR & Support Services

Funding

- Working on partnerships and completing funding applications to maintain and expand the education work
- Planning and monitoring budgets for the education work in conjunction with the Director of Operations and Finance Team
- Reporting to Funders, The Board of Trustees and Executive Team

Press/Media work

- Representing SRtRC in local and national media where appropriate

Strategy and Development

- Member of SRtRC's Senior Management Team (SMT)

Miscellaneous

- To undertake any other duties appropriate to the post as decided by the Executive Team

Key Outcomes

- Implementation of agreed programme of educational activities
- Expansion of the education work, whilst maintaining and developing standards of educational delivery
- Feedback on the outputs and outcomes of the educational programmes
- Creation of partnerships
- Continued funding and support of the education work by Local Authorities and other funding bodies

Achieved By

- Implementation of the agreed educational and other work programmes
- Effective staff management to ensure that sufficient resources are available to meet the requirements of the educational activities
- Ensuring that staff are appropriately trained for, and supported in their roles
- Regular partnership meetings and the creation of joint working initiatives
- Regular monitoring and evaluation of education work against funding objectives
- Assisting with the development of anti-racism educational materials

Person Specification

Skills & Knowledge

Essential

- Demonstrable experience of successfully managing a team of staff and the application of HR Policies and Procedures
- Demonstrable project management and organisational skills
- Track record of effective leadership, development and motivation of staff
- Budget management and monitoring experience

- Knowledge of racism and anti-racism
- An understanding of the societal impact of inequality and oppression
- Knowledge of equality legislation
- Proven knowledge of project management
- Well developed written/verbal communication skills, and the ability to prepare and present reports at Executive and Trustee level
- Excellent ICT Skills
- Excellent organisational skills
- Proven knowledge of monitoring and evaluation
- Fundraising experience with evidence of income generation
- Ability to meet specific deadlines under pressure
- Experience of liaising and maintaining relationships with senior representatives from external organisations
- Knowledge of Safeguarding Agendas
- A high level of motivation, ability to work with minimum supervision but still capable of working as an effective team member
- A full UK driving licence and access to a car/driver, as regular regional and national travel will be required

Desirable

- Ability to facilitate work with young people and adults
- Proven knowledge of planning educational activities
- Experience of undertaking anti-racism activities
- Knowledge of the Prevent Agenda
- Knowledge of Philosophy for Children (P4C)

Qualifications & Training

- A good standard of education (or able to demonstrate life experience skills)

Disposition

- Enthusiastic, highly motivated
- Able to maintain confidentiality
- Committed to equality of opportunity
- Willing to undertake training and development relevant to the post