

## **Network Facilitator**

<b>Job Title</b>	Whole Education Network Facilitator
<b>Location</b>	Old Street, London with some regional travel
<b>Contract</b>	Full time, permanent preferred but will consider flexible, part-time positions.
<b>Salary</b>	£27,000 - £34,000pa.
<b>How to apply</b>	Please read the full job description below, then submit your CV (maximum 2 sides) with a covering letter (maximum 2 sides) to <a href="mailto:charlotte@wholeeducation.org">charlotte@wholeeducation.org</a> explaining: <ul style="list-style-type: none"><li>● Why you're applying</li><li>● Relevant skills and experience relating to the job description and person specification</li></ul>
<b>Closing date:</b>	Sunday 29th April
<b>Interviews:</b>	Early May
<b>Start Date:</b>	August - September 2018

Whole Education is a fast-expanding non-profit organisation in the schools sector. We work with our growing network of schools and partner organisations to provide a more engaging and rounded education for all young people which develops the skills and qualities they need to thrive in life, learning and work.

We're looking for someone who shares our passion for transforming education to join our team. All Network Facilitators develop their own areas of expertise and leadership within the organisation. There are excellent opportunities to develop professionally at Whole Education with varied responsibilities and experiences.

### **Why this role is for you?**

This is a great role for someone looking to build their career in education and gain a breadth of experience in the charity / not for profit sector.

Candidates should have direct, practical experience of teaching in England, but other than that, we'll consider applications from across a range of backgrounds and levels of experience.

Network Facilitators play a key role in our team, taking responsibility for the growth, development and delivery of our projects and events and holding relationships with key stakeholders in schools and partner organisations.

This is an exciting opportunity for the right candidate to work closely with schools on their improvement journey and also to more widely influence change at a national level.

The role will suit someone who is:

- Committed to ensuring every child receives a "whole" education
- Comfortable operating in a fast-paced, rapidly-changing environment
- An instinctive networker and communicator who enjoys working with and influencing others
- Happy stepping up to lead as the role and work requires
- Excited to support other educators to learn from each other and develop their thinking and practice
- Keen to join a growing team with big ambitions for the education and schools sector

## **Responsibilities will include:**

### **1) Project management**

We offer our schools opportunities to join innovation projects such as funded trials or pilot studies. Network Facilitators lead their own projects but will also play a support role in significant, national projects. You will:

- Develop ideas for projects alongside schools, partners and other team members, and support sourcing of funding to finance projects
- Oversee the delivery of selected projects, ensuring they deliver on time and to budget
- Manage relationships with members, schools, and Whole Education colleagues involved in projects
- Gather evidence and evaluate the learning and impact of projects

### **2) Event design and facilitation**

Events are a key way of bringing members together to share learning and good practice. To support this, you will:

- Design, organise, promote and facilitate small-scale events and meetings at schools in your regions and related to your projects
- Together with the Whole Education team design, organise and facilitate national events and major conferences

### **3) Relationship management**

As a member-led network, understanding the priorities and needs of our member schools and partner organisations is vital. The Network Facilitators provide the key link to these members. You will:

#### **Schools / MATs / Localities**

- Manage relationships with project leads in each school
- Support Senior Network Facilitators to build and maintain relationships with schools, MATs and localities across our network
- Learn about each school, MAT or Locality priorities and context and respond to their specific needs by identifying network opportunities including products and services, projects and events

#### **Partners**

- Manage relationships with partner organisations related to projects you own or interest areas you lead on
- Learn about each partner's priorities and contexts and respond to their specific needs
- Broker relationships between partners and schools based on their needs and aspirations

### **4) General**

All staff members are expected to act as ambassadors for Whole Education, promoting our mission and values.

Additionally, our small team strives to be nimble in adapting to the changing needs of our members. You'll need to be flexible and proactive in seeking new ways of working where appropriate, which could include (but are not limited to):

- Taking responsibility for a specialist area
- Supporting the development of funding bids
- Producing written materials and developing content

As our organisation develops and grows, we expect there to be opportunities to step into leadership, management and/or coordination roles.

**Person Specification:**

Attributes & Competencies	
Essential	Desirable
<p>Passion for helping bring about change in education</p> <p>Understanding of and commitment to the <u>values and ethos of our organisation</u></p> <p>Flexibility to work in a fast-moving environment</p> <p>Project planning and management</p> <p>Self-management and initiative</p> <p>Self-motivation regarding organisation and administration</p> <p>A flair for networking and collaboration, building strong working relationships to get things done</p> <p>A demonstrable commitment to quality</p> <p>A strong commitment to developing and supporting others at all levels</p> <p>An entrepreneurial spirit, comfortable taking risks</p>	<p>Passion for innovations and developments in education e.g. use of technology</p>
Experience	
<p>At least two years' experience teaching in English schools</p> <p>Experience in organising, designing or facilitating small or large scale meetings and events</p>	<p>Experience leading a team or significant project(s) within a school setting</p> <p>Experience of online learning environments (e.g. webinars)</p> <p>Knowledge or experience of interaction between business and education sectors</p>
Knowledge and Skills	
<p>Proven organisational and project management skills</p> <p>Excellent communication skills, written and verbal</p> <p>Excellent attention to detail and quality</p> <p>High level of IT competence, including proficient use of Microsoft Office and Google Drive</p> <p>Confident public speaking</p> <p>An understanding of and commitment to Diversity and Equality</p>	<p>Skills in social media/digital communications/website design</p> <p>People management</p> <p>Budget management</p> <p>An ability to negotiate and influence others</p>

