

# We're recruiting a new Education Coordinator

at Reading International Solidarity Centre (RISC)

**Location** Reading office, covering schools & Initial Teacher Education in Buckinghamshire, Berkshire and Oxfordshire

**Salary:** £16,380 part time 21 hours (FTE £27,300)

**Application closing date:** Monday 23<sup>rd</sup> August 2021 5pm

**Interviews:** Monday September 20<sup>th</sup> 2021

**Are you interested in Global Education? Do you have experience of working with teachers? Are you based in the Reading area?**

RISC is one of a network of Development Education Centres in the UK, delivering a broad and diverse education programme with schools and universities to promote social justice and sustainability.

This is a part time, flexible post working as the coordinator of our Education Team. We are looking for a candidate with a commitment to social justice, sustainability and Global Citizenship education, experience of coordinating and delivering engaging and inspiring training for teachers and ideally, some experience of working in higher education.

The role demands flexibility, self-sufficiency and excellent communication skills.

You will participate in the strategic development of RISC's education programme, in particular project management and resource provision and coordinate a team of freelance associates in order to raise awareness and understanding of global issues and responsibilities in Berkshire, Oxfordshire and beyond.

## **Responsibilities and tasks**

- Developing and delivering Global Citizenship projects and training for teachers, whole school staff and trainee teachers at venues across Berkshire, Buckinghamshire and Oxfordshire
- Managing the marketing of projects and CPD delivery to schools and Universities and meeting needs generated
- Partnership working with local and national organisations on project delivery
- Developing teaching resources, guidance and materials for schools
- Coordinating a team of freelance associates to deliver high quality training in specialist areas
- Contributing to strategic planning of the Education Team, including new educational developments and opportunities and developing service provision

- Working with a team on sourcing funding, writing funding applications and report writing
- Monitoring and evaluating outcomes and ensuring high quality of provision
- Maintaining good working relations with Trustees, staff, volunteers and other stakeholders
- Contributing to the general administration, well running and development of the organisation.
- Managing enquiries
- Conduct the duties of the job description in accordance with the operational policies of RISC, including but not limited to the Equalities and Diversity policy and code of conduct.
- Undertake any other reasonable duties as may be required.

This role will include membership of the RISC Collective after 6 months service. The Collective is responsible for the day-to-day management of the organisation and together acts in the role of Chief Executive to the charity, accountable to the Board of Trustees.

### **Person Specification**

#### **Essential**

- Committed, creative, passionate educator with experience of organising and delivering training and CPD in educational contexts
- Experience and understanding of Global Citizenship education/Development Education and Anti-Racist practice
- Experience of working alone, self-motivation and meeting self-imposed deadlines and targets
- Excellent communication skills, spoken and written, and experience of communicating with a wide variety of audiences
- Excellent project and time management skills, highly organised and able to manage multiple projects and activities
- Flexibility to meet needs of the delivery of a diverse work load, including flexibility with working hours
- Qualified teacher or similar level of experience of working in education
- Confident with computers and experience of Microsoft office, in particular Powerpoint and Excel
- Commitment to RISC's aims and ethos and non-hierarchical structure
- Commitment to equal opportunities
- Full driving licence and access to a vehicle

#### **Desirable**

- Experience of working in initial teacher education with undergraduate and/or post graduate trainees

- Experience of using website content management systems and social media
- Experience of writing funding applications to government bodies and trusts