



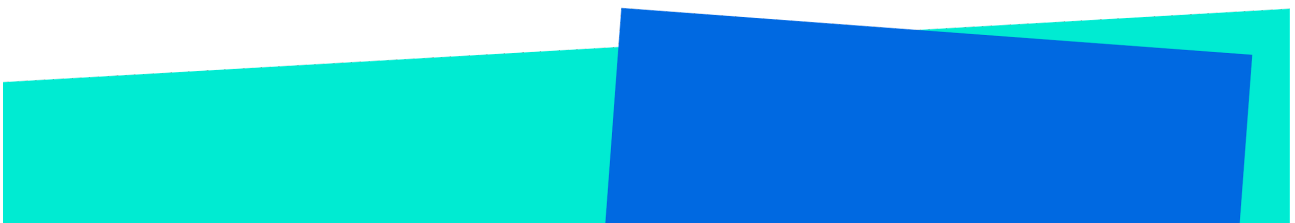
Recruitment Pack: **Project Manager - Education Resources**

18 months fixed-term contract

Closing date: 9am, Tuesday 2nd April

Interview date: Thursday 4th April

ACT is committed to being a fair and inclusive employer. We welcome applications from all backgrounds and appoint on merit.



Introducing ACT

Our vision is for all young people to be equipped through effective Citizenship Education to become active, informed citizens who can participate in democratic life.

The Association for Citizenship Teaching (ACT) is the subject association for Citizenship. It achieves its aim by providing membership services and education programmes, while representing teachers and others involved in Citizenship education both across the UK and overseas.

ACT provides expert advice, training, conferences and resources to support the provision of quality Citizenship education. Beyond advocating for the subject, it also supports subject research, and offers strategic policy advice.



ACT is undergoing an exciting phase in its history following strategic investment in 2021. This new funding has been awarded to build a national network of teachers in schools and colleges, who are committed to embedding quality Citizenship education provision. We are also working with a wide range of partners who share our passion for high calibre Citizenship education so we can reach even more young people.

To help school leaders and classroom teachers we've recently built a new website and expanded our membership services that include more curriculum materials, a broader programme of training, innovative research for schools and much more.

Thank you for your interest in this new **Project Manager - Education Resources** position, we hope you consider submitting an application to join our friendly team. For more information please read on!

Liz Moorse

Chief Executive, ACT



Overview of the role

We are looking to recruit a **Project Manager - Education Resources** to our small, experienced team. They will be helping us to organise and deliver our education projects and resources to teachers and educators, through our events, website and clients.

The postholder will also be responsible for coordinating the development of educational resources, conference and network materials intended for use by teachers. They will need to liaise with the Chief Executive, Head of Education and a pool of educational consultants to ensure delivery schedules are met and quality standards are met. The successful candidate will also be responsible for writing content for primary, secondary and GCSE groups and ensuring best practice and user feedback is incorporated into future resource production.

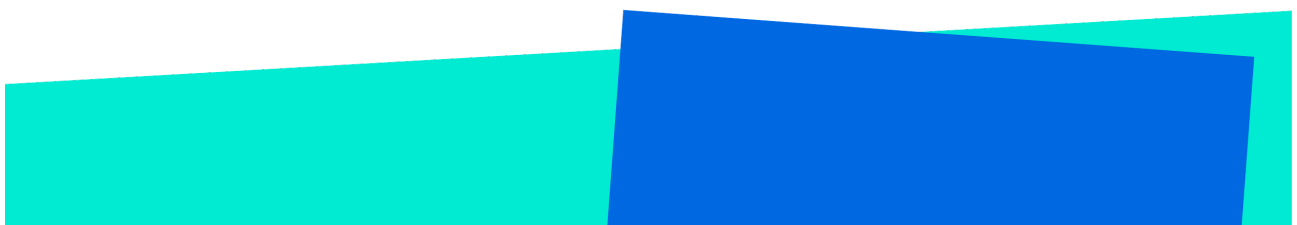
The role will suit someone with a passion for Citizenship education, and who has significant experience of writing resources for a national audience. As a key member of a small team they will need to be adaptable to support different areas of work and communicate effectively with internal and external stakeholders. It will also benefit you if you are target driven and able to manage your time and others effectively.

ACT offers you an exciting opportunity to grow and develop the role, and have real impact as we build our community of organisations committed to delivering high-quality Citizenship education.

We are committed to being an inclusive employer and encourage applications from people with a diverse range of backgrounds. For more information about our work please visit our website: www.teachingcitizenship.org.uk

Meet our team

Our staff team comprises eight staff, which are supported by dozens of experts drawn from the Citizenship community who provide advice and insights as ACT Council members and Teaching Ambassadors. <https://www.teachingcitizenship.org.uk/meet-the-team/>



Job description

Main purpose of role:

1. Manage education projects including those that relate to new curriculum resources, developing ACT's offer for primary/secondary Citizenship, or special commissions and funded work
2. Lead project teams, working with internal staff, consultants and ACT's wider teacher network to deliver high quality outputs that align with ACT's strategic plan
3. Create and oversee the production, development and quality assurance of teaching and learning resources for use in schools

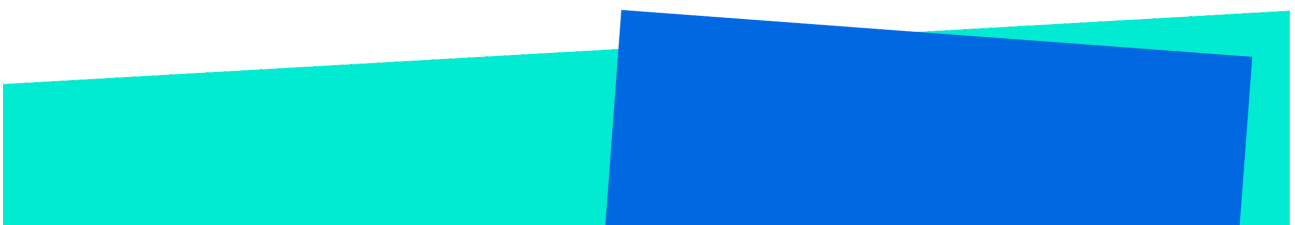
Key responsibilities

Project Management

- Manage the entire lifecycle of projects from concept and initiation to development, implementation and evaluation including contract management, educational content development, quality assurance and refinement, reporting on targets, KPIs, and budgets.
- Address programme/project risks, implement contingencies, and ensure successful delivery
- Coordinate timelines and all associated variables for programme success
- Collaborate with colleagues and partners to deliver regular updates on programme progress and learnings
- Build and maintain contractual relationships with clients and freelance consultants
- Ensuring project control and administration documents are produced and regularly reviewed/updated

Education and sector experience

- Leading projects that involve writing and developing resources and provision that reflects effective teaching practice, pedagogy and national curriculum standards
- Experience of writing and quality-assuring content for use in schools
- Working to in-house quality standards house style, tone of voice
- An excellent grasp of Citizenship education's unique curriculum contribution and the benefits beyond the classroom that support the school community and culture





Person specification

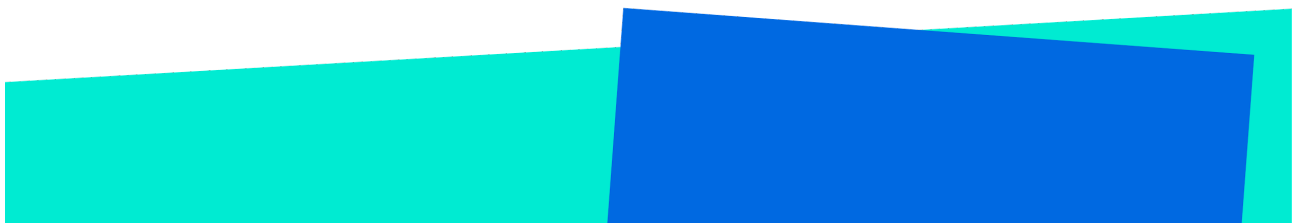
The post-holder should have the following skills and experience:

Essential criteria

- Relevant experience of project management in an education context using tools and approaches that deliver high quality outputs and outcomes
- Experience of writing and quality assuring Citizenship education resources for use in formal education settings
- Demonstrable track record of managing multiple stakeholders and defined timescales, against ambitious targets and within budget and scope
- Ability to manage complex projects, often with competing priorities
- A systematic approach to planning and strong attention to detail
- Excellent written and verbal communications skills
- Competent user of business IT (Google/Microsoft/databases/CRM)
- A strong team player who is calm under pressure and focused on project objectives
- Deep interest in Citizenship education and commitment to working within the education/charity sector to support ACT's mission.

Desirable criteria

- Experience of presenting online or in-person
- Experience of managing online meetings/conferences via Zoom (or equivalent)
- Line management



Summary of contract

Hours of work	This role is part-time, working 3 days per week, Monday to Friday. Full time office hours are 35 hours p/w (excluding lunch breaks) and you'll have the flexibility to work the hours that suit you between 08:00-18:00, in agreement with your line manager. There may be some occasional out of hours work and travel required.
Location	London-based with option to work from a central London office or remotely by agreement.
Holiday entitlement	25 days, plus bank holidays (prorated)
Contract	18-month fixed term contract with possibility to extend
Salary	c£33,000-£40,000 pa (prorated)
Pension	6% employer contribution to NEST
Additional benefits	Flexible working arrangements

Application process

To be considered for this role you will need to email:

- i) An **up-to-date copy of your CV**
- ii) A **cover letter** that addresses the essential (and any desirable) criteria from the person specification. Your letter should be no more than two A4 pages
- iii) Confirmation of your contact details, if not included in your CV.

Email your application to ACTrecruitment@teachingcitizenship.org.uk by 9am, **Tuesday 2nd April 2024**. CVs without cover letters will not be accepted. You are encouraged to submit your application early as interviews will take place on **Thursday 4th April**.

By applying for this role, you are stating that you are eligible to work in the UK. ACT is unable to apply for a Certificate of Sponsorship for this role.

We want all candidates to shine in this process – please let us know if there's anything we can do to make sure the application process works for you. For an informal conversation about the role or working at ACT, please contact ACTrecruitment@teachingcitizenship.org.uk.

Thank you for your interest in joining our team. Good luck with your application!

