



## Leadership Programme Officer

Job Description: Programme Officer for the Big Leadership Adventure and Big Team Adventure

Salary: Scale 3-4 (£23,427-£25,612) based on skills and experience + generous pension scheme  
Contract: Permanent  
Annual leave: 25 days  
Start date: May/ June '21  
Location: Flexible home working, office based in Stratford, East London

### Introduction to Big Education

Big Education is a pioneering charity and Multi Academy Trust. Our vision is that all children receive a high quality, holistic education. Our aim is to inspire leaders to provide a holistic education, design programmes and products that enable them to do this, and support them to work towards systemic change. We believe deeply that we need to educate the whole child – Head (academics), Heart (character and well being) and Hand (creativity and making a difference). And if we do that with innovation and rigour, then young people will be equipped to make a difference to the world.

There are three main strands to Big Eduations' work:

- **Running schools:** Big Education is currently running three schools and have had permission from the Department for Education to open another two. The schools that we are currently running are: School 21, Surrey Square, International Academy of Greenwich and School 360 will open in Sept '21.
- **Building an ecosystem:** We want to create a series of products and programmes that allow us to take the innovative practice from our schools and share it with others across the country.
- **Building a movement:** We want to build a coalition of people who are united around the idea that the education system needs to be done differently. We want to influence those in the highest positions in government, business and education to make decisions that are a catalyst for change.

### Other sites to explore:

Big Education: <https://bigeducation.org/>

Big Leadership Adventure: <https://bigeducation.org/bla/>

Big Team Adventure: <https://bigeducation.org/big-team-adventure/>

Learning from Lockdown: <http://www.learningfromlockdown.com/>

Rethinking Assessment: <https://rethinkingassessment.com/rethinking-assessment-home/>

Follow us on twitter: [@\\_bigeducation](https://twitter.com/_bigeducation)



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### Introduction to the role

Working with some of the most interesting thinkers in the field, Big Leadership Adventure 'BLA' develops leaders who are passionate about providing a more holistic education for young people and want to shape the system for the future; and Big Team Adventure 'BTA' works with senior leadership teams to diagnose school culture and identify development needs. These programmes work with leaders who are committed to changing the story in education, supporting change makers in the mindsets, behaviours and confidence required to think and do things differently.

This is an outstanding opportunity for someone who is entrepreneurial, highly organised, meticulous and a self-starter. You will be enthused by the prospect of working in a start-up organisation, and open to innovative approaches and agile ways of working.

You will work as part of the BLA/ BTA team to support the delivery of these leadership programmes, ensuring that each participant has a great experience and our events run smoothly. The Programme Officer will be organised, have excellent attention to detail and the ability to manage competing priorities. You will enjoy planning high quality events both face to face and online, with the experience of participants at the forefront of your mind.

You will embrace working in a fast paced environment, where no day is the same. Having strong initiative, you will work both autonomously and collaboratively in a small team. You'll love coming up with creative ideas and spotting opportunities to improve and scale our leadership programmes.

Being a point of contact for participants on the programme, you will have excellent stakeholder management skills and be able to build positive relationships, increase engagement, provide support and make meaningful connections within our Big Education network.

Having an interest in project management, you will work with the Programme Operations Lead to coordinate a number of projects such as the recruitment of new participants and building online communities, finding effective ways to automate our processes within the team.

There will be a number of projects to take on as part of this role. You will be excited by the prospect of delivering these and developing new skills. Big Education is committed to the development of its staff and you will receive strong line management and development opportunities throughout. You will also be committed to your own development, open to feedback and learning.



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### Key responsibilities

- On the ground delivery of workshops and residentials (mix of face to face and online events)
- Leading on logistics, administration and programme architecture: organising venues, travel, budgeting, resources and facilitation
- Supporting the design of the programmes and mobilising delivery
- Operating as main point of contact; building effective relationships and finding ways to engage participants
- Building and nurturing relationships with Big Education stakeholders
- Leading on programme related communications: newsletters and social media
- Supporting with the recruitment and selection of participants for our leadership programmes: e.g. monitoring applications and scheduling interviews
- Capturing and evaluating data and feedback from participants to feed into programme design
- Tracking the progress of participants and effective use of the Salesforce CRM system
- Providing insights regarding the experience of participants on the BLA, to refine our flagship programme offer
- Working with the wider team to coordinate the online content for our leadership platform
- Getting involved with other tasks which support Big Education to fulfill its mission, such as delivery of partner events and supporting our schools

### The successful candidate

#### Essential

- Is aligned with Big Education's vision that all children receive a high quality, holistic education of the Head (academics), Heart (character and well being) and Hand (creativity and making a difference), one that prepares them for the 21st century
- Is a collaborative team player, who is excited about, and confident working with, a range of Big Education stakeholders
- Possesses brilliant logistical and time management skills, with the ability to manage competing priorities
- Is an excellent communicator, eager to build and nurture relationships with the leaders on our programmes
- Has strong written communication skills and an interest in building our brand
- Is comfortable working in a constantly changing work environment and taking initiative
- Feels ready to embrace a start-up culture: willing to try new tools and innovative ways of working
- Is skilled working with data: has exceptional attention to detail and a knack for spotting opportunities
- Is tech savvy and willing to work with a range of collaborative tools and applications, e.g: Asana (project mgt) and Slack (internal comms)
- Is reflective, open to feedback and passionate about their own personal development



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### Desirable

- Experience writing external facing communications (newsletters/campaigns) and producing marketing content and materials
- Experience using a range of tools and applications including Google Suite, Zoom and Salesforce (CRM) would be beneficial
- A keen interest in leadership and innovation, and the role these aspects play in creating systemic change in the sector
- A passion for education, diversity, equity and inclusion and the issues surrounding social justice and mobility
- Experience organising and delivering high stakes events (face to face/online)
- Comfortable using social media (Linked In and Twitter) to promote the BLA/ BTA and Big Education initiatives
- Experience running projects and using project management tools

### You'll love this job if..

- You enjoy working in a fast paced, startup environment
- You want to be part of a growing force for innovation in education
- You enjoy working collaboratively with committed people in a purposeful environment
- You have an exceptional attention to detail, and are a naturally organised person
- You enjoy taking ownership of your work and shaping projects
- You are passionate about education and creating opportunities for young people

### How to apply

Please complete the online application which can be found [here](#)

Application deadline is **midnight on Monday 26 April '21**

Provisional interview date **Friday 30 April '21**

### Application questions

1. What are your reflections on Big Educations' ambition and why is this important to you? (300 words)
2. Tell us about a time when you have spotted a new opportunity and improved the experience for stakeholder(s)? (300 words)
3. What are the top 3 key qualities you have that make you the best candidate for this role and what do you think you'll love about working here? (500 words)