



Education Programmes Manager: Job application pack

Welcome

Thank you for downloading this Education Programme Manager job application pack and considering applying to work for Just Like Us.

Education is a vital part of our work at Just Like Us. This role will be key in ensuring that we help make more schools across the UK safer, happier and more welcoming places for LGBT+ young people.

This application pack contains both the Job Description and information on how to apply. We are looking to see how you meet the person specification in the job description in terms of your previous experience, but also want to hear about your passion for this work.

The application deadline is 23:59 on Thursday 30 September. There will be one, and possibly a second-stage, interview for this role, with the first interview taking place on Tuesday 5 October.

We look forward to receiving your application!

Thank you,



Emma Fay (she/they)
Director of Education, Just Like Us

Emma is a former secondary school teacher and has worked at Just Like Us since 2019 on developing our strategy and bringing our programmes into schools. She'll be leading the recruitment process and managing the Education Programmes Manager.

Summary

Just Like Us, the award-winning LGBT+ young people's charity, is recruiting an Education Programmes Manager.

Our education team is focused on engaging schools and colleges across the UK to take part in our charity's programmes and improve the lives of LGBT+ young people in school. The

team's work will help ensure that, by 2025, we are reaching over 60,000 school students annually through talks and schools representing over 6.5 million young people through School Diversity Week.

Your work as Education Programmes Manager will enable us to:

- Fully tailor our programmes to different types of schools, colleges and other educational establishments
- Help us reach, empower and be empowered by a greater number of LGBT+ young people

In the five years since we were founded, Just Like Us has already worked with schools representing 2.8 million young people and garnered widespread media coverage. The Education Programmes Manager will join an organisation that's expanding the coverage of LGBT+ inclusion work to young people from across UK regions, ethnicities, faiths, genders, abilities, social classes, LGBT+ identities and ages.

Salary: £32,000 per annum

Term: Permanent (with 6-month probation)

Leave: 25 days excl. Bank Holidays

Location: London (remote-working during pandemic)

Hours: Full-time

About Just Like Us

Just Like Us is the **LGBT+ young people's charity** working to make education more inclusive and improve the lives of LGBT+ young people across the UK.

Our mission is to empower young people to champion LGBT+ equality. To do that, we work with schools and colleges in three main ways: school talks, Pride Groups and School Diversity Week.

Our school work is assisted by 'ambassadors', who are LGBT+ 18 to 25-year-old volunteers trained to speak positively and engagingly in schools about their experiences growing up LGBT+, championing equality and allyship.

All staff team members are passionate and purposeful about improving LGBT+ young people's lives, and we want to do this as effectively as we can. Therefore we show leadership and proactiveness at every level; record and use data thoughtfully; learn quickly from pilot initiatives; and measure our impact so that we know we're making a difference. We view the LGBT+ community as a coalition representing many different identities, experiences and challenges, and we work towards better inclusion, equity and allyship.

So far we've worked with over 50,000 pupils through our school talks and involved a further 2.8 million school students and teachers in School Diversity Week 2021. We've been featured in The Guardian, The i Paper, The Independent, ITV, GAY TIMES, and more. To find out more about our work and impact, explore our [website](#) and [YouTube channel](#).

The position

The primary purpose of the Education Programme Manager's role is to act as a dedicated lead on our Pride Groups programme, expanding it rapidly over the next few years. A Pride Group is a school-based group which provides all pupils (LGBT+ and allies) a safe place to socialise, support each other, talk about LGBT+ issues, and work to end homophobia, biphobia and transphobia. We support schools and colleges across the UK to set up and run successful Pride Groups, providing them with resources and training throughout the year.

You will also support the other programmes of the Education team: school talks, teacher training and School Diversity Week.

As Education Programmes Manager, you will:

Support the direction of our education work

- Support the Director of Education in delivering our strategy for involving educational establishments

Manage delivery of our education programmes

- Line manage the Education Programmes Officer
- Have day-to-day oversight of our Pride Groups programme and school talks, working with our volunteering team to ensure volunteer speakers have a range of opportunities
- Support the running of School Diversity Week, including coordinating resource creation
- Produce resources for schools that support our school talks, teacher training, School Diversity Week and Pride Groups programmes

Grow our network of schools and colleges

- Manage delivery of our strategy for growing our network of educational establishments by recruiting new schools and generating new leads
- Review data from the email client and CRM to inform outreach approaches
- Grow and manage our Facebook group for 'Educators who champion LGBT+ equality'

Maintain good relationships with schools and colleges and those in the education, LGBT+ and youth services sectors

- Manage partner relationships in the education, LGBT+ and youth services sectors
- Support the Schools and Colleges Officer in managing relationships with existing schools
- Plan and deliver talks or workshops at education events

Communicate with our network

- Work with the Education Programmes Officer to create plans for our mailing lists and deliver engaging email campaigns, providing effective messaging in line with our education and communications strategies

Share good news and understand the difference made by our work

- Ensure Just Like Us has a frequently updated and diverse range of case studies and impact stories, in order to help us learn about our programmes, inspire other schools, support funder reporting and marketing and communication initiatives
- Ensure we capture monitoring and evaluation data for our programmes

Person specification

We are looking for these qualities in our Education Programmes Manager:

Alignment with our mission

- Is passionate and purposeful about improving LGBT+ young people's lives (E)
- Has good awareness of LGBT+ identities (E)

Sector knowledge and experience

- Be familiar with the workings of the UK education system, including LGBT+ inclusive education as well as recent developments in relationships, sex and health education (E)
- Be experienced in creating resources for use in schools (E)
- Has a good knowledge of stakeholders in the education sector (E)
- Able to build and maintain productive relationships with different stakeholders, including senior figures in the sector (E)
- An effective, engaging and adaptable facilitator, with experience facilitating training, workshops and meetings (E)
- Has line management experience (E)
- Has teaching or delivery experience (D)

Communication

- Can offer constructive feedback (E)
- Communicates with clarity both in writing and verbally (E)

Learning and improvement

- Wants to learn in the role, and to continually improve own work, the work of the education team, and the work of Just Like Us more widely (E)
- Can reflect on own learning needs and direct own development, as well as the development of others (E)

Professional qualities

- Has good personal time management and is able to support the time management of others. (E)
- Able to see opportunities as they arise and adapt plans to make the most of them (E)

- Able to use data to make evidence-informed decisions, such as using A/B testing and reviewing response rates to inform future email campaigns (E)
- Committed to the importance of levelling the playing field for more marginalised groups such as LGBT+ people with disabilities, trans and non-binary people, LGBT+ people of colour, LGBT+ people outside of cities, LGBT+ people from working class backgrounds and LGBT+ people of faith (E)

Organisation and processes

- Has experience in project management (E)
- Is able to create and follow processes in an organised, logical, orderly, meticulous way (E)
- Has experience of using Google Docs, Google Sheets, Google Forms and Google Slides, or Microsoft equivalents (D)
- Familiar with using a CRM (D)

How to apply

Please submit your CV and a cover letter, each no more than two pages, to the [Charity Jobs application page](#).

The application deadline is **23:59 on Thursday 30 September**.