

## **JOB DESCRIPTION**

### **SCHOOLS PROJECTS MANAGER**

Hours: Full Time – 35 hours/week

Salary: £30,000 - £35,000 pa (depending on experience)

Reports to: Head of Employability and Education

Location: City Hall, The Queen's Walk, More London, London, SE1 2AA

Terms of appointment include: 25 days annual leave (plus bank holidays), pension scheme, flexible working and volunteering days

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### **ABOUT US**

The Mayor's Fund for London is an independent charity, championing social mobility for young Londoners from low-income backgrounds.

We believe that all young people, regardless of their starting point in life, should be able to thrive in their community, forge fulfilling careers and are able to take advantage of the outstanding opportunities that London has to offer. Our work raises awareness of the barriers facing young Londoners, promotes the activities which best increases their opportunities and brings together the partnerships to make a measurable impact on young Londoners' lives.

In 2018, we supported over 35,000 young Londoners aged 4-24 across all 33 boroughs working in partnership with 427 schools, 110 community organisations and 94 employers, charities, social enterprises, and local authorities.

The Mayor of London, Sadiq Khan, is our patron.

### **PURPOSE OF THE ROLE**

The Schools Projects Manager is responsible for coordinating the delivery of school projects in the Mayor's Fund for London portfolio. This includes building effective working relationships with schools, delivery partners and funding bodies. The post holder will lead on the delivery of the Count on Us Challenges programme, a pan London inter-school maths tournament which aims to improve pupils confidence and attitudes towards maths.

The post holder will also be the dedicated safeguarding officer for the organisation.

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### **SCHOOLS ENGAGEMENT**

- To be responsible for selecting, engaging and completing service level agreements with schools involved in MFL projects – with specific target to recruit schools on the Count on Us programme
- To set up and deliver workshops and training sessions for both schools' staff and pupils, to ensure projects are embedded at whole school level.
- To ensure all schools have systems in place to deliver the projects effectively, including resources allocation and data collection.
- To provide advice and guidance to schools (and other project delivery agencies), to assist them in effectively engaging in MFL project delivery and maximise achievement against agreed standards and targets.
- To manage school based communication on a day to day basis.

### **PROJECT IMPLEMENTATION AND MONITORING**

- To oversee delivery of project events in schools, at City Hall and external venues.
- To manage school event logistics and work closely with the marketing and events team to manage City Hall event logistics
- To develop and review projects resources to ensure effective implementation in schools .
- To set up effective templates and systems for schools to provide all monitoring data, including: school and pupils data, end of year report and any other feedback information required.
- To manage project expenditure in line with agreed budget and carry out monthly reconciliation with line manager and/or finance manager.
- To ensure performance report are completed for all projects on a timely basis, including financial and operational performance measures.
- To maintain a risk register for the projects and communicate any issues or risks that may impact on the success of the projects.
- To feed into projects evaluation, both internal and external, and contribute to future plans for projects expansion.
- To work with line manager to integrate learning from the projects into new projects development.

### **PARTNERSHIP BUILDING AND RELATIONSHIP MANAGEMENT**

- To manage delivery partner relationships ensuring contract milestones are delivered to a high standard
- To share and promote good practice at project level
- To set up and manage 'learning forums' and to disseminate project learning.
- To build effective working relationships with other partner agencies involved in delivering the MFL projects.

### **SAFEGUARDING**

- To be responsible for administering and refreshing the company's safeguarding policy
- To keep abreast of safeguarding practices, legislation and policy
- To maintain a safeguarding incident log
- Being the first point-of-call for all staff who have safeguarding concerns
- To provide the wider team with advice on safeguarding matters
- To lead quarterly safeguarding review meetings

### **GENERAL**

- To assist MFL Fundraising, Marketing and Communications team with events, case studies, and project visits.
- To actively promote the MFL brand within the school community.
- To undertake other duties across programmes / teams that are commensurate with the role

## **PERSON SPECIFICATION**

We are looking for a confident and energetic individual capable of delivering the above in a professional manner. This a front-facing role and the post holder will need to identify and exhibit behaviours which promote our values and purpose. The right candidate will demonstrate a flexible approach, and an affinity and empathy with our charity

### **Essential Criteria**

- Experience of delivering workshops / training sessions
- Experience of working with teachers and young people
- Knowledge of and experience of the education sector
- Experience of recruiting schools onto external programmes
- Experience of effective partnership working and partnership building
- Ability to work collaboratively with others and work effectively within a team
- Proven analytical and problem solving skills
- Strong written and verbal communications skills
- Strong inter-personal and negotiating skills
- Leadership, inter-personal skills, and motivation
- Ability to use initiative and work independently
- An ability to foster good-team working to deliver to a high standard of work to tight deadlines
- Computer and IT literate for self-administration

### **Desirable Criteria**

- An interest, experience or understanding of numeracy
- Line management experience
- Experience of budget management
- Experience of developing and/or implementing project monitoring systems
- Experience of coordinating event logistics

## **KEY CONSIDERATION**

- The post holder will be required to travel to schools across London approx. 30 days / year
- Early starts are required for some school, external and City Hall events.