



## **Education Manager**

**Fixed Term contract (maternity cover) to be reviewed after 6 months**

**Full Time - flexible working may be considered**

### **Role**

The Education Manager oversees the delivery of the education programme across Hammersmith and Fulham, Westminster and the Royal Borough of Kensington and Chelsea.

<b>Reports to</b>	HCGA Director and the Board of Trustees
<b>Responsible for</b>	The effective management of the Education Programmes, to schools, adult learning courses and holiday programmes. To lead on communications with funders and partner organisations. Design and delivery of programmes. Managing a team of experienced sessional staff. As requested to represent the charity at external events
<b>Location</b>	Home-based admin and working from HCGA and partner sites
<b>Working Hours</b>	5 days per week , 37.5 hours per week. Standard working week is 9-5.30pm but there will be occasional weekend and early evening work in the summer for which TOIL can be taken
<b>Salary Scale</b>	NJC Scale SO2 Point 28 including Inner London Weighting <b>£40,348</b>
<b>Holiday</b>	25 days per annum + bank holidays

## Role Details

The post holder will provide support to HCGA in accordance with the highest professional standards in the following areas:

Co-ordination of a school based community gardening programme based in several local schools in Hammersmith and Fulham and 11 schools in RBKC, with sessions delivered by schools and community arts /garden sessional workers and on occasion led by the Education Manager when starting in new schools.

To plan and oversee the delivery of the Adult Learning courses delivered in Hammersmith, Westminster and RBKC.

To plan and coordinate family learning programmes in school holiday periods

To support sessional staff as required

To promote the organisation via social media, newsletters, the HCGA website and by other methods.

### ***Strategic Development***

- To liaise with funders
- To work alongside partner organisations
- In consultation with the Director to monitor and evaluate education programme, grants and contracts
- To develop and maintain excellent working relationships between HCGA and partner organisations and local education establishments.
- To contribute to the development of the all educational programmes nursery, primary and secondary levels including staff development for sessional staff.
- To keep updated with the school curriculum and to update sessional staff as required
- To work as part of the HCGA management team to ensure smooth and effective service delivery.

### ***Service Users and Health & Safety***

- To manage school bookings (in conjunction with the Farm Manager), plan the content of the session and book a sessional staff member to organise resources and deliver the session.
- Maintaining excellent **health and safety** standards. This includes, health and safety of all visitors to site, child/ vulnerable adult protection issues, emergencies, accidents / incidents, risk management, etc.

### ***Administration***

- To provide and ensure a **high standard of service administration**. Including continuous review of service provision, effective time management and regular liaison with other colleagues.

- To adhere and implement **policies and procedures** of the charity
- To ensure and monitor that sessional staff complete monitoring forms for all educational activities

### **Management**

- To **manage sessional staff** who deliver educational programmes
- To ensure a high standard of **performance management**
- To **promote partnership work** with external agencies. Accessing specialist services as appropriate, promoting work of HCGA, attending relevant meetings and forums.
- To ensure effective **budget management**. Identifying and buying the resources needed, ensuring financial controls are observed.
- To be accountable and responsible for the expenditure of services and submit petty cash claims on a monthly basis.
- **Financial controls:** To ensure the safekeeping and responsible use of all equipment, resources and monies belonging to the Association.
- **Fundraising:** To assist HCGA with fundraising and grant application activities as required
- To create staff rotas for all holiday play schemes and adult learning courses

Other additional duties as reasonably be required to ensure the success of the organisation.

The Educational Manager will work individually and collectively to promote a constructive, fair and sensitive approach to working with others from a variety of cultures and backgrounds. All employees are expected to carry out their tasks within the terms and intentions of the Equal Opportunities, Core Values, policies and procedures and relevant legislation.

*This job description is a guideline only and is subject to review. A degree of flexibility is required in this position and the post holder may need to undertake work not specifically referred to above, such work will be consistent with the post. The post is subject to an enhanced DBS check*

### **Person Specification**

#### **Essential Criteria**

A successful candidate will hold a recognised educational and horticultural qualifications.

They will have experience working in a community setting and with a diverse range of people.

The candidate should have previously managed sessional activities, ideally with volunteers and be well organised to take sole responsibility for activities

The candidate will have the ability to create new opportunities and encourage organisational participation with people with a wide range of abilities. This will involve strategic planning and implementation of projects.

A sound understanding of the sustainability and environmental issues is necessary with an ability to promote them as part of the charity's remit

There will be a commitment to the Association's Equal Opportunities Policy, Safeguarding Policy and Statement of Values and an understanding of how to implement these.

The candidate must excel in effective communication (written and verbal) with a wide range of people, including volunteers, colleagues and a variety of professionals and to work as part of a small team. The candidate must be able to demonstrate effective time management

The candidate will have the ability to manage a budget, implement and monitor policies and procedures and demonstrate good IT skills and their application to the Association's work and a thorough knowledge of health and safety issues and managing risk, and a commitment to developing service and organisational standards.

### ***Desirable Criteria***

The ideal candidate will have had experience working with people from low-income households and people who have long-term mental or physical health problems.

They will hold a current driving licence and a willingness to drive the Association's vehicle.

Applications for the position must be submitted on the attached form and will close at 5pm on Friday 22nd November. Interviews will be scheduled for Friday November 29th

November 2024