

Job Specification – Education Manager (London & South East)

About Diversity Role Models

Diversity Role Models is a dynamic charity whose vision is a world where everyone embraces diversity and can thrive. Our mission is to end bullying based on sexual orientation and gender identity in schools and promote understanding and acceptance of broader individual differences. We're determined to create inclusive learning environments where young people know they are valued and supported, regardless of their differences.

Our experienced team of educators and inspiring volunteer role models deliver in-person and online workshops for young people in schools and colleges. Using pioneering educational content underpinned by the power of storytelling, we speak openly about lived experiences of difference and bullying. Our volunteer role models are at the heart of our delivery. They share their journeys towards living happy and fulfilling lives to inspire others,

Since our formation in 2011, we have worked directly with 1,000+ schools in the UK. We have delivered workshops to over 200,000 young people and trained 24,000+ school staff members.

Job Description

Working in our Education Team and reporting to the Chief Education Officer you'll have the opportunity to manage and deliver our activities in London and the South East of England. Your day-to-day responsibilities will include managing Education Officer(s) in the region, project managing funded projects both locally and nationally, supporting and growing our volunteer pool and overseeing all delivery in the region, with a focus on educational settings. You will also support the Education Team in creating resources to equip schools with the tools to embed LGBTQ+ inclusion and a celebration of diversity in all its forms into their curriculum.

Key Accountabilities

1. Delivering Our Path Forward:

- Support Diversity Role Models' growth, in line with our strategic vision, through developing a flourishing and sustainable hub in London & South East England through building impactful connections with educational institutions and stakeholders, volunteers, workplaces and other key regional stakeholders.

2. Delivering Excellence:

- Collaborating closely with the Operations Team to champion a seamless booking process and deliver high-quality education services in the region. You will nurture partnerships with schools, supporting them to book inspiring educational sessions that meet their needs through an organised and collaborative booking process utilising our

CRM system (Salesforce). As Education Manager, you will deliver empowering and inspiring workshops and trainings to a diverse range of audiences including young people, education staff and governors, parents and carers, volunteers and staff in a wide range of other sectors and workplaces.

3. Reaching Goals:

- Lead the planning, implementation, and monitoring and evaluation of education projects, both in the region and nationally. As we embark on exciting and innovative new projects, your role will be pivotal in leading on their implementation and overseeing daily operations to ensure the projects have positive outcomes and a long-term impact on young people and the adults around them.

4. Leading with Purpose:

- You will lead the London & South East Hub, managing and supporting any Education Officers in the region and guiding them towards excellence. Through effective training and the provision of ongoing project support, you'll empower team members in London (or in other regions as projects require) to deliver impactful work. Whether they're based within the region or lending their expertise from afar, you'll ensure every individual is equipped with the tools and knowledge needed to thrive. You'll champion recruitment and onboarding efforts regionally, ensuring each addition to our team is equipped for success from day one. You will support the team in upholding the highest standards of excellence, ensuring every service delivered is a testament to our unwavering commitment to quality.

5. Connecting and Collaborating:

- Collaborate with colleagues to embed learnings and insights from projects and regional innovations and drive a culture of continuous improvement across all areas of our work. You will embrace the opportunity to connect with an array of external allies, both locally and nationally, cultivating robust partnerships that amplify our impact across the Education sector. From co-facilitating Steering Groups alongside the Chief Education Officer to attending and presenting at local and national events, your role is pivotal in nurturing relationships with key education stakeholders, ensuring our collective efforts resonate far and wide.

6. Measuring Success and Assessing Impact:

- Support your team to reach key milestones by setting and tracking clear markers of success in the delivery of our projects and services, adapting to overcome any challenges they may face. Drive excellence in regional initiatives and projects you lead by meticulously evaluating activities; from capturing, managing and analysing a range of evaluation data to crafting compelling reports, you'll be able to demonstrate the outcomes and impact of our work and help foster a culture of reflection and a cycle of continuous improvement in our services and resources.

7. Ensuring Safety and Well-being:

- Uphold and follow all of Diversity Role Models Safeguarding policies and practices and ensure you support your team effectively in this area, contributing to a culture of safeguarding within the organisation that protects young people, staff and volunteers alike.

8. **Innovating for Tomorrow**

- Collaborate closely with the Chief Education Officer to craft creative and dynamic materials and resources that not only align with our organisation's strategic vision but also propel us towards achieving our charitable aims.

9. **Always Improving:**

- Foster a culture of continuous improvement by seeking feedback and adjusting along the way. By learning from our experiences, we'll keep getting better at what we do.

10. **Modelling Our Values:**

- Lead by example and uphold the values of Diversity Role Models. Your dedication to diversity, inclusivity, and compassion will inspire others to do the same.

Flexibility and Collaboration:

While the accountabilities outlined above are important, we understand that flexibility is key in a dynamic work environment. We're a close-knit team, and we're always ready to pitch in and support each other wherever needed.

Join Us in Making a Difference:

If you're passionate about education, diversity, and inclusion, and want to lead impactful initiatives that empower young people and make meaningful change in our education system, we want to hear from you! Join us at Diversity Role Models and help us create more inclusive schools and communities across the UK.

Person Specification

Essential:

- Experience working or volunteering with young people, including on sensitive topics.
- Excellent time management, prioritisation and flexibility to deliver projects in a timely manner.
- Experience managing projects and people.
- An understanding of LGBTQ+ and broader equalities issues, especially in relation to education.
- Excellent interpersonal and communications skills.
- The ability to influence and build positive relationships.
- Strong presentation and facilitation skills and experience delivering training.

- Able to be proactive, work under pressure and have a willingness to support the wider team.
- Attention to detail and accuracy.
- Willingness to travel and work in schools up to 3 days per week in term time, including occasional weekend work and overnight stays.
- Willingness to undergo Enhanced DBS check in line with our Safeguarding Policy.
- Located in London and able to travel across the region, sometimes at short notice, for 8am starts in schools.

Desirable:

- Experience delivering training and/or presentations to adults, including on sensitive topics.
- Confident using Salesforce or similar CRM databases.