

## Job Description

**Job title:** Bristol Education Partnership Manager

**Job purpose:** Leading the work of the Partnership, the Manager is directly responsible for the successful delivery of associated projects and activities.

**Reporting to:** Director of Development, Bristol Charities

**Responsible**

**For:** Project Staff

**Based:** Vassall Centre plus off-site working, including work at Member locations

**Salary:** £44,428 - £47,420 pa pro-rata

**Term:** Part-time (option for 3-4 days per week with scope to agree flexible working hours in alignment with Project activities.

**Hours:** 21-28 hours a week (working hours/days can be flexible and may include occasional evenings and weekends)

**Annual Leave:** 26 Days pro rata

**Main activities and responsibilities**

<u>Activities</u>	<u>Description of activities and responsibilities</u>
<b>Strategic</b>	<ul style="list-style-type: none"> <li>• Lead the successful delivery of Partnership projects on time, to budget &amp; of the right quality reporting to the BEP Board (Education Partnership Group) and Bristol Charities on all aspects of the programme.</li> <li>• Advise and support the BEP Board to establish key aims and objectives for the Partnership and its work.</li> <li>• Provide termly reports to the BEP Board and to other groups/boards as required.</li> <li>• Successfully manage project risks &amp; issues through effective analysis, mitigation, and contingency planning, ensuring the Risk Register is regularly updated, reviewed, and shared with the project team.</li> <li>• Provide the BEP Board with fully impacted solution options to complex project issues in order to drive timely decision making.</li> <li>• Monitor and manage project resources, forecasting future requirements using the project plan &amp; ensuring suitable budget is built into the project business case &amp; future funding bids</li> </ul>

<p><b>Partnership &amp; Programme development</b></p>	<ul style="list-style-type: none"> <li>• Build &amp; maintain a fully integrated end to end project plan (including any standalone contingency, transition, testing and/or training plans) identifying key milestones, dependencies, resource requirements, critical path, and associated assumptions in line with the overarching programme &amp; portfolio plan (as applicable).</li> <li>• Secure grants &amp; sponsorship from external bodies. Manage project budgets in accordance with the Bristol Charities' financial procedures &amp; regulations; managing actual &amp; forecast expenditure to within agreed tolerances and reporting variances to the Board as necessary.</li> <li>• As part of the Partnership development, lead the Partnership in identifying realistic and measurable project benefits, establishing suitable benefit owners, and put in place appropriate benefit realisation plans.</li> <li>• Work with link teachers &amp; heads to sustain stakeholder engagement &amp; increase buy in &amp; school engagement from further schools, businesses &amp; education settings. Organise and deliver events &amp; activities putting provision in place to enable all Partnership schools to fully participate in projects and activities.</li> <li>• Manage the project change control process, approving all potential change requests, establishing their potential consequences, assessing against pre-agreed tolerances &amp; putting forward change requests for Board approval where appropriate.</li> <li>• Provide leadership to the project team comprising, direct reports, virtual members, and third-party suppliers, ensuring staff are both supported and encouraged through one-to-one and team meetings.</li> </ul>
<p><b>Stakeholder Engagement &amp; Communications</b></p>	<ul style="list-style-type: none"> <li>• Develop a comprehensive communications plan to engage relevant stakeholders, ensuring effective communication is maintained.</li> <li>• Develop networks of link teachers to ensure the delivery of activities for students from all the Partnership schools to fulfil the aims of the Partnership.</li> <li>• Engage relevant stakeholders, ensuring effective communication is maintained throughout the lifecycle through the project Communication Plan &amp; monitoring of feedback.</li> <li>• Engage in Bristol Charities events/activities/practices for all Bristol Charities staff and participate in planning, reporting, and development of the charity's work in relation to the BEP.</li> </ul>
<p><b>General Accountabilities</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate a personal commitment to both continuous self-development and the development of junior project management staff within the team.</li> <li>• Flexible approach to work &amp; ability to work outside of core hours/weekends as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in Bristol Charities policies and codes of practice.</li> <li>• Work in compliance with the Codes of Conduct, Regulations, and policies of Bristol Charities.</li> <li>• To model and promote good equalities practice and value diversity across the service.</li> <li>• Ensure that output and quality of work is of a high standard and complies with current legislation/standards.</li> <li>• Ensure that all mandatory training is undertaken as required e.g. Bristol Charities Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list.</li> </ul>
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**Person Specification**

**Essential**

- Detailed knowledge of principles, methods, techniques & tools associated with the project lifecycle.
- Skilled at challenging the accepted way of doing things, offering innovative solutions.
- A background of working in a school setting with proven experience of delivering collaborative projects involving a number of partners.
- Evidence of success in managing relationships with stakeholders at all levels of authority.
- Risk identification and management skills.
- Demonstrable skills in planning, sequencing, and dependency management.
- Proven project management skills/operated and delivered within a project or programme team.
- Excellent interpersonal skills, an influential & persuasive communicator, with a high standard of written and verbal communication and active listening skills.
- Must be willing and able to work outside of standard working day during project implementations - to include weekend and evening work.
- Able to demonstrate knowledge and/or experience of equalities and diversity issues.
- Have a working knowledge of business and teamworking applications, for example Microsoft 365 or equivalent, including email, word processing, spreadsheet, browser, team collaboration applications, and have a willingness to learn new applications and technology as required. Knowledge of WordPress as well as web editing skills.

**Desirable**

- PRINCE 2 qualified or another professional project management qualification with detailed knowledge of the practical application of PRINCE2/MSP methodologies (or similar) principles, methods, techniques & tools with proven project management experience.
- Leadership experience in an education setting.

- Experience of work with a range of stakeholders, external agencies and organisations that has impacted on student achievement.

### Key Competencies and behaviours

- Ability to meet deadlines and targets, demonstrating ability to achieve challenging targets despite constraints and obstacles.
- IT literate and willingness to embrace new IT systems and technologies to support and develop other staff.
- Excellent written and oral, verbal, and non-verbal communication skills with the ability to tailor these to the situation and audience.
- Ability to build working relationships with a wide range of stakeholders within the Education sector and the local community, and act as an ambassador of the Partnership.
- Good at retaining and or improving record keeping systems.
- High degree of confidentiality and professional etiquette whilst upholding professional boundaries, safeguarding and GDPR frameworks
- Ability to demonstrate respect for difference and diversity and work with people of all backgrounds in a non-judgemental manner.
- Proactive attitude with the ability to demonstrate initiative, self-motivation, and high levels of production.
- A flexible, reliable attitude with good team working skills whilst also being able to work autonomously.
- Willingness to accept coaching, feedback, and guidance.
- Ability to start-up projects and see things through to completion and/or further growth and development.