



## Education and Impact Manager

Salary: £21,000 per annum (FTE £35,000)

Contract: Part-time (22.5 hours pw) and permanent

Application closing date: 9am, Friday 19th July 2024

**Help inspire a new generation  
of active citizens**

## 1. About Young Citizens

Founded in 1989, Young Citizens is a national education charity working to enable more quality, inspiring, active citizenship education for children and young people in the UK. We operate as a crucial support system for young people and educators alike. Through a range of initiatives, including education programmes such as the Make a Difference Challenge and Experts in Schools, and immersive learning experiences such as the National Bar Mock Trials, Young Citizens actively engages over 500,000 children aged between five and 18 every year.

We believe that Britain's future depends on equipping the next generation with the skills, knowledge and confidence to participate actively in society. With democracy under pressure from many directions, our work has never been more important.

Our vision is a society where people are empowered to participate in and shape their communities and institutions for a more inclusive, accessible, and thriving democracy. We help young people become active and engaged citizens, able to contribute positively to their communities – locally, nationally and globally.

Our mission is to provide inspiring learning experiences that light the spark of active citizenship for life. We offer a range of immersive programmes and inspiring resources that build their knowledge of how democracy works, their skills to engage with complex issues in society, and their confidence to participate. This education in turn empowers young people to shape their communities, institutions, and society, building habits for life.

### Young Citizens in numbers

**15+** Young Citizens staff based across the UK, with a headquarters in London

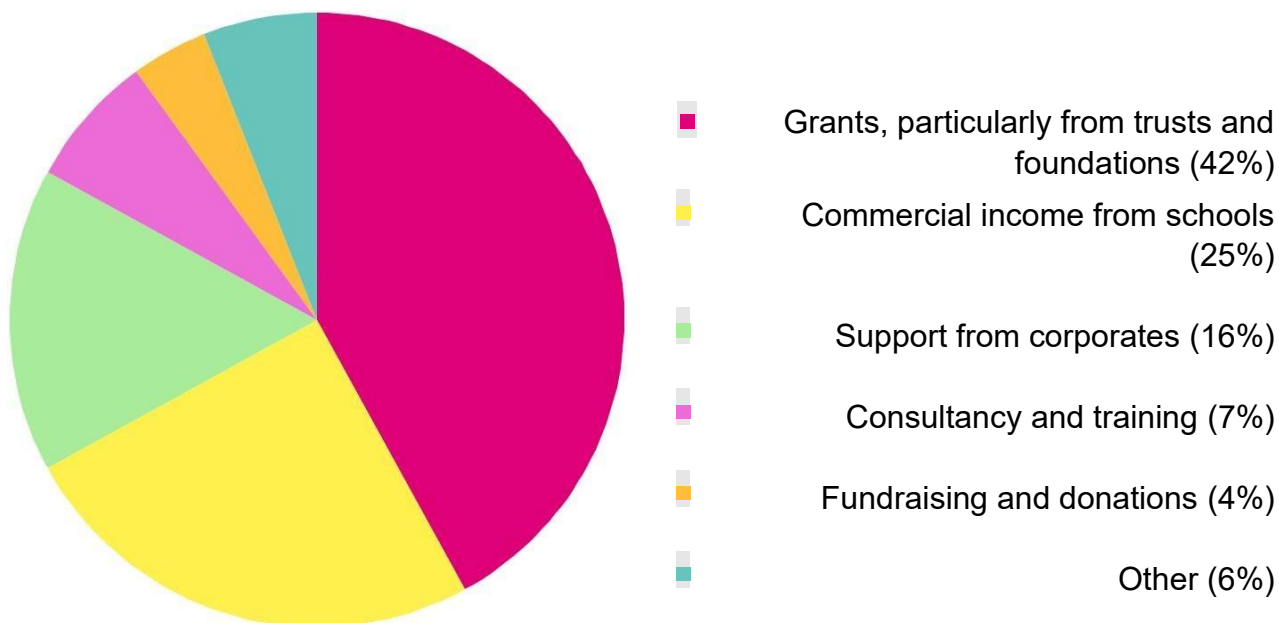
**1000+** professionals take part in our volunteering programmes annually

**6000+** schools use our resources each year

**500,000+** children and young people reached each year either through our training of their teachers, resources used in the classroom or our immersive programme

## Sources of income for Young Citizens

In 2010, around 60% of our income came from central government grants. Today, this has reduced to zero. We have diversified our income sources, as we develop a new business model.



Over the next few years we are aiming to further diversify our income sources, making our programmes and materials available to a wider group of young people who will become active citizens of the future. At the same time we want to engage more funders in supporting our work through financial and volunteering support.

Our most recent [Audited Accounts and Trustees Report](#) for 2022/23 can be downloaded from our website.

Our website [www.youngcitizens.org](http://www.youngcitizens.org) contains lots of information about the charity. This includes our new [‘Lighting the Spark’ five-year strategy](#) for empowering young people.

## 2. Job Description

<b>Job Title:</b>	Education and Impact Manager
<b>Contract Type:</b>	Part-time (22.5 hours pw) and permanent
<b>Salary:</b>	£21,000 per annum (FTE £35,000)
<b>Responsible to:</b>	Senior Education Manager
<b>Key working relationships:</b>	Senior Income Generation Manager, Communications Manager
<b>Location:</b>	London, Brick Lane – hybrid working
<b>Hours of work:</b>	22.5 hours per week/3 days per week (specific working patterns to be discussed and agreed with line manager)  Normal office hours are 9.00am to 5.30pm but this role will involve occasional out-of-hours activity (including weekends) and working away from the office and home.

**Benefits:** In addition to joining a friendly, committed and supportive staff team, Young Citizens offers a generous employee benefits package including:

- enhanced employer pension contribution
- 28 days annual leave plus eight Bank Holidays
- paid volunteering leave
- a day off for your birthday
- employee assistance programme
- enhanced sickness and maternity policies
- hybrid and flexible working options
- season ticket loan
- an opportunity to make a real difference to help children and young people benefit from quality, inspiring citizenship education!

### Role Summary

This is a new role that will help Young Citizens ensure that our educational resources and programmes are at the forefront of citizenship education in the UK. The Education and Impact Manager will be responsible for overseeing the quality, development and evaluation of the Young Citizens' education offer for children and young people – with a specific focus on resources and training.

The Education and Impact Manager will project manage our work across subject areas (social, democratic and legal education) and across educational phases (mainly primary and secondary). In addition, this role will lead our evaluation processes so we can evidence the impact and outcomes of our work against our theory of change. The person appointed will play a key role in shaping a new and exciting direction for our work creating active citizens of the future.

### Responsibilities

#### 1. Educational Development

- Review and develop our educational resources and training offer
- Project manage the delivery of new and updated materials/training and liaise with our internal team as well as external partners in their effective delivery and dissemination
- Oversee their implementation in different settings, writing some personally and using freelance contributors and/or corporate volunteers
- Ensure that our education offer is of the highest quality: impartial, relevant, inclusive, flexible and accurate

- Learn from, collaborate and contribute to sector-wide developments around Citizenship Education

## **2. Embedding Impact**

- Create and implement an impact measurement framework that feeds into our theory of change and that meets that reporting requirements of our funders and partners
- Develop consistent mechanisms to generate effective and resource-conscious evaluation and feedback to inform decision-making and development
- Improve our educational offer based on research, evidence and feedback – keeping the mission of the charity at the core of educational development
- Benchmark our education offer within the wider educational context, both within the curriculum and beyond, to map gaps and opportunities.

## **3. Working with others**

- Manage the staff or freelance contributors responsible for developing our learning resources – ensuring that goals and targets are set in line with organisational plans
- Actively manage corporate partners to provide key updates around any contracted development
- Work effectively across the organisation e.g. to promote educational content; to understand partner needs and support impact reporting and to ensure that educational standards are consistent and embedded.

## **4. General**

- To uphold the charity's values as outlined on our website
- Any other duties that might be reasonably required to ensure an effective, positive team culture and charity success.

## **3. Person Specification**

### **Essential Experience:**

- Experience of writing and developing learning resources for primary and/or secondary aged children
- Experience of effective project management; planning, organising and managing workload while meeting delivery commitments
- Experience of implementing monitoring and evaluation systems

### **Essential Skills:**

- Excellent written communication with the ability to create content in multiple formats including learning resources, case studies, promotional materials, blogs
- A high level of IT literacy, particularly Microsoft 365, InDesign and CRM systems (we use Salesforce), plus a willingness to learn new programmes and platforms
- Strong organisational skills with the ability to deliver to tight deadlines

### **Essential Knowledge:**

- Up-to-date knowledge of the UK educational system
- Detailed knowledge of the PSHE and/or citizenship curriculums for schools (or their equivalents in Scotland, Northern Ireland or Wales)
- Knowledge of best practice in impact reporting within the education sector

### **Desirable:**

- Experience of teaching citizenship, PSHE or related subjects

## 4. How to apply and key dates

To apply, send us your CV and cover letter via Charity Jobs explaining your interest in the role and demonstrating your capabilities in relation to the person specification. This will give you the best possible chance to be shortlisted.

### **Please note:**

- Applications submitted without a cover letter that addresses your interest and suitability in this specific job role with our charity will not be considered.
- We will be reviewing applications and interviewing on an ongoing basis. We encourage early applications and the Charity reserve the right to end the application period sooner once a suitable candidate has been identified.
- Young Citizens welcomes applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
- Young Citizens is committed to safeguarding and promoting the welfare of the children and young people that we work with and we expect all staff and volunteers to share this commitment.
- This job offer is subject to satisfactory references.
- We are not normally able to provide feedback on applications not progressed to interview stage.
- Candidates must have the existing right to work in the UK.

**The closing date for applications is 9am, Friday 19<sup>th</sup> July 2024**

## 5. Questions?

If you have any questions about the role, please get in touch with [RecruitmentHR@youngcitizens.org](mailto:RecruitmentHR@youngcitizens.org) with the subject 'Education and Impact Manager'