



# Education Programmes Officer

## Welcome

Thank you for downloading this Education Programmes Officer job application pack and considering applying to work for Just Like Us.

Education is a key part of our work at Just Like Us. This role will be key in ensuring that we have a growing community of primary schools, secondary schools and sixth form colleges across the UK, helping to make education more inclusive for all of their pupils.

This application pack contains both the job description and information on how to apply. Our recruitment process is based closely on the job description and person specification. We are looking for your ability and passion to do the role, so please read the specification in this pack carefully.

The application deadline is 23:00 on Wednesday 19 June 2024.

We look forward to receiving your application!

## Summary of the role

Just Like Us is the LGBT+ young people's charity and works with thousands of schools and young people across the UK through its programmes.

Our Education Programmes are focused on engaging primary schools, secondary schools and sixth form colleges across the UK to take part in our programmes and ensure LGBT+ young people can thrive. Just Like Us has already worked with thousands of schools and gained recognition for our [Growing up LGBT+ report](#) (2020) and our

[Positive Futures report](#) (2023). By 2025, we aim to reach more than 60,000 school pupils annually through our programmes.

This role is critical to the delivery of this mission and will support the Head of Education Programmes to meet the needs of our several thousand-strong school network so that we can reach even more LGBT+ young people across the UK. This role will be working across [School Diversity Week](#) and the [Pride Groups programme](#).

This role is an entry-level position and will provide the successful candidate with a strong foundation for a career in the voluntary sector. We are looking for someone who is eager to learn, with strong organisational and administrative skills, and good communication skills to join a friendly, driven Programmes Team.

We are very keen to hear from underrepresented voices, particularly trans and non-binary, Black and/or PoC candidates.

## About Just Like Us

Just Like Us is the LGBT+ young people's charity.

Founded in 2016, we work with primary schools, secondary schools and sixth form colleges across the UK to improve the lives of LGBT+ young people. To do that, we run three programmes:

- **Ambassador Programme:** We train LGBT+ 18 to 25 year olds to speak in secondary schools about growing up LGBT+ and allyship. We support our ambassadors to use their voice, develop skills and find community.
- **School Diversity Week:** We run the UK-wide celebration of LGBT+ equality in primary and secondary schools. We provide free educational resources to thousands of schools, making LGBT+ inclusive education accessible to all.
- **Pride Groups:** We help secondary schools set up and run lunchtime or after school clubs for LGBT+ and ally pupils to meet, learn and get support.

## The Position

Salary: £27,500 p.a.

Permanent, full-time

Holiday: 25 days (excluding statutory public holidays)

Location: London (hybrid working - minimum two days a week in the office in London, with some travel around England and Wales)

Reporting to: Head of Education Programmes

What we offer all employees:

- **Pension contribution:** Just Like Us will match your pension contributions up to 6%
- **Flexible working:** Just Like Us currently offers a mixed home/office working model, enabling team members to work from home and in the office
- **Professional development:** We are committed to the ongoing professional development of all team members, with an annual training budget per person and a clear personalised pathway to help your career goals
- **Employee Assistance Programme:** Through Health Assured, a leading Employer Assistance Provider, staff can access support in a range of areas, including (but not limited to) - counselling, stress, tenancy and housing, legal support and childcare
- **Extra day of annual leave:** For each year in post, team members gain an additional day of annual leave, up to a maximum of five

# Job description

## Programme delivery

- Support the Programmes Team to deliver our programmes, including Pride Groups, School Talks and School Diversity Week
- Manage the administration of Education Programmes
- Act as a first point of contact for schools on our programmes, answering questions, sharing new resources and encouraging participation. This includes engaging with new schools to increase our networks and managing a busy inbox
- Engage new schools to increase our networks, including representing the charity at conferences and events
- Maintain good relationships with school contacts, lead on liaising with school staff to confirm bookings, monitoring invoices, membership and renewals
- Work collaboratively across teams to manage logistics and ensure the smooth running of Just Like Us programmes throughout the academic year.
- Support the delivery of our education programmes, including delivering talks, and training for teachers and other education stakeholders on LGBT+ issues
- Support with the creation and development of education resources
- Assist the monitoring and evaluation of programmes by distributing surveys, collecting case studies and providing analysis of data obtained to evidence our impact
- Support our marketing and communication initiatives, writing emails and monitoring open rates
- Assist with the maintenance of our online portals of resources for school staff and the online school staff networks
- Support programme effectiveness by streamlining internal workflows and procedures

## Cross-team working

- Collaborate with colleagues in our Communications, Development and Education to deliver our charitable purpose
- Diversity, Equity, and Inclusion (DEI) Initiatives: Champion diversity, equity, and

inclusion initiatives within the charity, promoting a culture that embraces and celebrates individual differences.

- Alongside the senior leadership team, support the development and implementation of DEI strategies to ensure the organisation's programmes and workplace practices are inclusive and reflect the diverse communities it serves.

Safeguarding is a collective responsibility and all employees, volunteers, and stakeholders are expected to actively contribute to creating a safe and supportive environment for children, young people, staff, adults at risk and programme participants.

The listed role responsibilities are not exhaustive and employees may be required to take on additional tasks related to other organisational needs as and when necessary.

## Experience, skills and attributes

The applicant must:

- Be passionate about LGBT+ inclusive education and be highly motivated to support us to grow
- Have excellent interpersonal skills and be a relationship builder with school staff
- Demonstrate an interest in education and exhibit evidence they have researched this field
- Have good written and verbal communication skills
- Have excellent organisational and administrative skills, with great attention to detail
- Have a willingness to learn and develop
- Be able to work effectively both independently, as part of a team and across the organisation
- Be highly computer literate, willing to learn and use our database quickly and proficient in using email, Google Sheets and Google Docs (or equivalent)

- Be able to work very effectively under pressure and meet tight deadlines

Desirable but not essential

- Experience of running a Pride Group or equivalent in secondary schools
- Experience of working in education

## How to apply

To apply for the role, please send an email to us with the title “Education Programmes Officer Application” to [info@justlikeus.org](mailto:info@justlikeus.org). Please attach your CV and answer the following questions:

- Why are you interested in working in this role at Just Like Us? (maximum 300 words)
- Describe a time when you delivered a service or programme to clients. How did you approach building relationships and resolving concerns? (maximum 450 words)
- Describe a programme or project you have worked on in the past with multiple outputs. How did you prioritise and manage your time? (maximum 450 words)
- Provide an example of a time where you have handled a situation where unexpected changes or challenges arose in a project or programme. (maximum 300 words)

Should you require this information pack in a different format, contact us at [info@justlikeus.org](mailto:info@justlikeus.org) and we will be happy to do so. If you'd like to send in a video answering the four questions above instead of a written response, you are welcome to.

If you have any questions about the role, please get in touch with us at [info@justlikeus.org](mailto:info@justlikeus.org). Frankie Cowper is the hiring manager for this role.

**The application deadline is 23:00 on Wednesday 19 June 2024.** Interviews will be held on Tuesday 2 July 2024.

We look forward to receiving your application!