

# Education Manager

## Role Description



<b>Role title:</b>	Education Manager
<b>Accountable to:</b>	Head of Education and Support
<b>Location:</b>	Home-based but with travel as required
<b>Job type:</b>	Permanent

### Role Purpose

#### The postholder will:

- Manage the delivery of projects that develop, test and refine high quality education resources, training materials and parent facing guidance.
- Work closely with the Head of Education and Support to develop and deliver an evidence led Education, Training and Support Strategy, turning strategic ambition into practical and measurable outcomes.
- Confidently present to a range of audiences, including professionals, partners and parents, adapting content to different contexts and levels of need.

### Main Duties and Responsibilities

#### Education project management

- Manage the delivery of education projects from scoping through implementation, evaluation and scale up, within agreed strategic and budget parameters.
- Develop and maintain detailed project plans, timelines and delivery documentation for education and training initiatives, contributing to governance processes as required.
- Turn agreed strategic priorities into well-defined education projects with clear outcomes and success measures.
- Identify and manage risks, dependencies and issues at project level, escalating as appropriate to ensure high quality and timely delivery.
- Work closely with the Head of Education to ensure projects align with the evidence led strategy and organisational priorities.

#### Education and training development

- Design and develop high-quality education resources, learning materials and training programmes, including designing and delivering pilots across multiple settings to capture learning and inform iteration and improvement.
- Ensure all education and training activity is safeguarding led, trauma aware and ethically delivered, and grounded in robust evidence, best practice and audience need.
- Apply inclusive and accessible learning principles while ensuring consistent quality, tone and standards across the education, training and support portfolio.
- Deliver and facilitate training as required to support the piloting, development and large scale roll out of education programmes and training, ensuring consistent quality and impact across audiences.

#### Evidence, insight and evaluation

- Use research, lived experience insights and evaluation to shape design and continuous improvement, including reviewing existing materials to inform future development and prioritisation.

- Implement agreed approaches to measuring outcomes, impact and learning effectiveness, feeding learning back into education development and improvement.
- Work closely with colleagues on research projects to inform the development and strengthening of the education, training and support portfolio.
- Contribute evidence and insight to strategic planning, reporting and decision making.

### Stakeholder and partnership working

- Build strong relationships with internal teams, working closely with colleagues across research, education policy development and lived experience, as well as subject matter experts and external partners.
- Engage stakeholders throughout project lifecycles, building positive working relationships with schools, services, partners and pilot sites to ensure the relevance, quality and impact of education materials and support the development of an education network.
- Represent the education, training and support function in cross organisational projects and working groups.
- Communicate clearly on project progress, risks, outcomes and learning.

### Operational and team support

- Provide day to day expertise and support to colleagues contributing to education projects.
- Contribute to monitoring and reporting by gathering evidence of the reach, use and impact of education materials and training, while promoting effective ways of working through clear documentation and governance.
- Keep up to date with developments in education, safeguarding and prevention practice to inform the ongoing improvement of materials.

### Living Our Values

You will:

- **Live the MRF values:** contribute to a high performing, supportive and inclusive culture that builds, respects and empowers our people and volunteers.
- **Contribute towards a culture of openness and transparency:** help to build a culture in which our people and external stakeholders feel able to feedback, share views and to be open about their strengths and challenges.
- **Work collaboratively and constructively:** committing to excellent collaborative working relationships and to promote a shared culture based on respect, understanding and the delivery of shared objectives.
- **Celebrate diversity and lived experience:** we are committed to equality, diversity and inclusion in everything we do, and we know we're a better and stronger organisation because of how we work.

### Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post and forms the basis for selection.

Requirements	Essential	Desirable
<b>Experience</b>		
Experience of delivering education or training projects from concept through implementation, evaluation and scale up	X	
Experience designing and developing education resources, learning materials or training programmes for use at a national or locally representative level, with an understanding of how materials are adapted and applied across diverse contexts	X	
Experience delivering or facilitating training for professional or parent facing audiences		X

Experience using evidence, research or evaluation findings to inform education design and improvement	X	
Experience of piloting new approaches and using feedback to refine materials or practice	X	
Experience engaging and working collaboratively with stakeholders such as schools, services or community partners	X	
Experience supporting safeguarding led and trauma aware education or prevention work	X	
Experience contributing to monitoring, evaluation or reporting on education or training activity		X
Experience working with research, policy or lived experience colleagues		X
Experience managing multiple projects or workstreams concurrently	X	
Direct classroom experience, such as teaching, co delivering lessons or supporting learning in school settings		X
Experience of working with lived experience advocates and using personal stories to inform the design and development of education, training and support materials	X	
<b>Skills, knowledge and abilities</b>		
Strong project delivery skills with the ability to plan, prioritise and meet deadlines	X	
Knowledge of inclusive and accessible learning principles and how to apply them in practice	X	
Understanding of safeguarding, trauma awareness and ethical practice in education contexts	X	
Ability to translate evidence and insight into high quality, practical education materials	X	
Strong facilitation and presentation skills, adapting content for different audiences and settings	X	
Ability to gather, interpret and use qualitative and quantitative evidence to support learning and improvement	X	
Strong attention to quality, consistency and detail across education outputs	X	
Clear and confident written and verbal communication skills	X	
Acts with integrity and openness at all times, and models organisation values	X	
Individual who thrives on professional development and seeks updated training and guidance to continue, and contribute to, best practice in the field	X	
Able to navigate complex issues and conversations with proven ability towards securing sound outcomes that meet the needs of an organisation	X	
Strong understanding of online safety, and/or suicide prevention within the education, training and support landscape		X
Understanding of algorithmic harm and how it can contribute towards poor mental health and suicide		X
<b>Other requirements and skills</b>		
University degree and/or professional qualifications in a related field		X
Ability and willingness to travel in the UK and respond at times to out-of-hours requests	X	
Ability to use relevant technology and apps including working with remote teams in a virtual environment	X	

Initials: KE	Date of preparation: April 2026
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