

Job Description

School Partnerships Manager

Sir
Martin
Gilbert.
Learning
Centre

Responsible to:	Director, Sir Martin Gilbert Learning Centre
Contract:	Full-time (4 days per week considered, prorated)
Location:	Remote/ hybrid, with some travel to schools nationally and occasional travel to London for meetings. Must be based in the UK.
Salary:	£38,000 - £44,000 per annum, depending on experience
DBS check:	Enhanced DBS check required
Closing date for applications:	17 June 2026. NB: Applications will be considered on a rolling basis and we reserve the right to close the vacancy early.
Informal interviews:	~Weeks of 15 and 22 June
Panel interviews:	~Weeks of 29 June and 6 July
Start date:	7 September 2026

About the Sir Martin Gilbert Learning Centre

The Sir Martin Gilbert Learning Centre is an educational charity with a singular mission: to increase knowledge about Jewish life, history, and culture in order to tackle antisemitism. Our distinctive approach is to educate young people about who Jews are and the contributions they have made to society, rather than focusing solely on Jews as victims.

We deliver free, expert-led workshops directly to secondary school students aged 11–18, both in person and online. All our workshops are integrated with the National Curriculum and rooted in academic research. Our team is led by Professor Shirli Gilbert (UCL) and our educators are PhD-level students or graduates.

Since launching our education programme in January 2024, we have delivered workshops to over 5,800 students and built partnerships with schools across England, Scotland and Wales, with outstanding feedback.

We are now entering an exciting phase of growth, developing relationships with select Focus Schools for deeper engagement and building towards a national reach of 25,000 students per year.

About the Role

This is an exciting opportunity to help grow a young, ambitious charity at a critically important moment. The School Partnerships Manager will lead our outreach to schools, driving growth in the number of schools accessing our programmes and deepening our relationships with existing partners.

This role is ideal for someone with experience in relationship management, outreach, sales, or business development who is motivated by social impact and passionate about education. Experience working directly in schools is essential. You will be a confident communicator, comfortable reaching out proactively to teachers and school leaders, presenting our work compellingly, and building long-term, trusting partnerships.

You will work closely with the Director and the wider team, playing a central role in ensuring that our workshops reach as many students as possible.

Key Responsibilities

School Outreach and Partnership Building

- Develop and deliver the Centre's school outreach strategy, working to agreed targets aligned with our growth plans.
- Work with the team to develop ideas and identify opportunities for curriculum development.
- Proactively identify and contact prospective partner schools through outreach calls, emails, networking, and events.
- Build and maintain strong relationships with teachers, heads of department, and senior leaders across a range of schools.
- Lead on the development of our Focus School programme, identifying schools with whom we can develop deeper, sustained engagement.
- Represent the Centre at educational conferences, events, and networking opportunities to raise our profile and attract new partners.

Partnership Stewardship

- Manage the full partnership lifecycle, from initial contact through to booking, delivery support, and post-workshop follow-up.
- Ensure an excellent partner experience at every stage, supporting teachers and resolving issues promptly and professionally.
- Maximise retention and repeat bookings from existing partner schools.
- Track and manage the partnership pipeline, maintaining accurate records and reporting regularly.

Marketing and Communications

- Work with the team to develop marketing materials, digital communications, and outreach campaigns that support school recruitment.
- Help promote the annual Sir Martin Gilbert History Prize as a gateway to new and existing school relationships.
- Contribute to the Centre's social media presence and website content as relevant to school outreach.

Systems and Reporting

- Maintain and develop the Centre's booking and contact management systems to support effective outreach and reporting.
- Monitor and evaluate outreach and retention outcomes, providing regular reports to the Director.
- Contribute to the continuous improvement of processes and systems that support the Centre's growth.

Safeguarding

- Ensure that safeguarding is central to all partnership activity, upholding the Centre's safeguarding and data protection policies at all times.
- Act as an ambassador for the Centre's values and commitment to the wellbeing of children and young people.

Person Specification

Essential

- Experience working with schools or in the education sector, with an understanding of how schools operate and what motivates teachers and senior leaders.
- Experience in relationship management, outreach, partnership development, sales, or a related field.
- Confident and persuasive communicator, both in writing and in person, with the ability to engage and inspire a wide range of stakeholders.
- Ability to make proactive outreach calls and emails and to represent the organisation compellingly to new contacts.
- Strong organisational skills, with the ability to manage a pipeline, prioritise a varied workload, and work independently with minimal supervision.
- Self-motivated, resilient, and comfortable working in a small, fast-moving team.
- Commitment to the Centre's mission of tackling antisemitism and improving young people's understanding of Jewish history and identity.
- Commitment to safeguarding and the welfare of children and young people.

Desirable

- Experience representing an organisation at external events or conferences.
- Knowledge of, or strong interest in, Jewish history or the history of antisemitism.
- Experience developing or contributing to marketing materials or digital communications.

Additional Information

- This post is subject to an enhanced DBS (Disclosure and Barring Service) check.
- Some travel will be required, including occasional visits to partner schools across the UK and to London for meetings.
- We welcome applications from candidates from all backgrounds and are committed to equity, diversity and inclusion in all aspects of our work.
- This is a new role in a growing organisation; there is genuine opportunity to shape and grow with it.

What to include with your application

- CV (up to 2 pages) setting out your employment history, education and skills.
- Supporting statement (750 words) addressing the criteria in the Person Specification, and how your education and experience thus far has prepared you for this role.
- All documents should be in PDF format.

To find out more, please email: admin@sirmartingilbertlearningcentre.org