



020 8693 2254 – 07789 765867
info@markevisonfoundation.org
PO Box 59519 London SE21 9AL
Registered Charity No 1158382

Job Description: Project officer for Schools' Team (4-5 days per week), to begin early September.

The charity: The Mark Evison Foundation is an exciting and rapidly expanding charity promoting the personal, mental and physical development of young people who have less opportunity. Our school award scheme is for Yr. 12s (17-year-olds) in partner state schools in London: we encourage them with planning support to develop their own non-curricular challenges way outside their comfort zones, which we then fund. The projects bring out the best in our awardees. In 2024/5 we had approximately 2250 students coming to our first session in 82 schools, who submitted (as groups or individuals) 650 applications which were then all mentored: finally there were 670 awardees.

Our partner schools largely serve disadvantaged communities, with 63% above the London Free School Meals (FSMs) average – our highest level of FSMs is 69%. Students often live insular local lives with limited exposure to the wider world, and fewer opportunities to build confidence in non-academic areas. The awards make a substantial difference to the confidence of the applicants, as well as their CVs and UCAS applications. We want students to do what interests them, taking control and use their initiative and energy independently – ‘in the driving seat’, and to learn many lifetime skills not taught on the curriculum. Students can do physical (60%), creative (20%) or technical (20%) challenges.

Please see the home page www.markevisonfoundation.org for awardees' photos and reports.

Role: We are seeking a talented, personable, organised and energetic person with initiative and flexibility, to join our school outreach team.

You will be visiting partner schools to deliver our services in three stages, starting with an assembly where you will explain what the MEF process does. Following this, we provide an ideas session in which you will outline the application process and a draft session or sessions where you will support students with individual applications, shaping them with the help of external assessors. Plans must be thought-through, safe, represent excellent value for money, and be at an appropriate level of challenge for the applicants. You will follow up the on-site schools work with substantial email contact with students, preparing them for their judging sessions; after this, you will assist with pushing applications through to being approved and paid. You will then be assisting with the final follow-up and data collection that is an important part of the Foundation's work.

You will build relationships with teachers and our young beneficiaries, the award winners.

As a small charity the role will be co-shaped by you, and you may be asked to help with other aspects of the charity's operation. The role offers the chance to help drive our overall strategy to take us to a sustainable level. The post is up to five days a week, with scope for flexibility of time (working term times only) for the right candidate.

The Foundation was set up in memory of Lt Mark Evison, who sustained mortal wounds in Helmand, Afghanistan in May 2009. He was trying to get his platoon to safety, and his story inspires many of our young applicants.

Key duties in this varied role may include:

- delivering assembly presentations to cohorts of sixth formers (Year 12s)
- providing mentoring to interested applicants on site and via email to ensure applications are eligible, practical and high-quality.
- encouraging applicants to pursue projects outside of their comfort zones, often doing things they have never done before
- helping with all post-judging follow-up, getting information required, sending out and receiving student forms, sending out t-shirts etc.
- assisting record-keeping about schools and award winners, gathering data from award winners
- contributing to data kept about our activities, and all research and follow-up projects
- learning how to keep our website updated
- helping with fundraising events and admin duties, as required

Person specification

Essential: Candidates should have

- a good degree
- an ability to engage with young people in line with the values of the Foundation
- excellent interpersonal and written communication skills
- sound administrative and project management skills
- confidence speaking to groups of young people, often large groups
- reliability, flexibility, initiative, adaptability, and a problem-solving disposition
- readiness to do a range of administrative as well as strategic tasks
- support for the Foundation's mission, aims, and values
- experience of personal challenge, preferably physical challenge

Desirable: The following would be beneficial

- experience and understanding of working with schools, preferably secondary or post-16
- experience of working on a professional small team in a business situation
- strong social media skills
- a driver's license

Terms and conditions

Salary is dependent on experience in the range of £30,000 – £35,000 pa pro rata, subject to experience (a daily rate from £100 to £140 a day). There will be a 6-month probationary period. The post will be based in Southwark with frequent travel to schools across Greater London. Flexible working timewise will be considered. The post-holder reports to the Executive Trustee but works closely with the team.

How to apply

Please send us a CV before 15 July 2026 with a short statement explaining why you are interested in the role and how you meet the person specification. Good candidates may be asked to complete an application form soon after. These should be emailed to: info@markevisonfoundation.org or posted to the Mark Evison Foundation, PO Box 59519, London SE21 9AL.