

Facing History and Ourselves CIO – Role Description	
Role Title	Programme Associate: Curriculum and Delivery
Date Updated	November 2023
Initiative and Functional Area	Programme Team, Facing History and Ourselves CIO
Manager	Executive Director with dotted lines to Senior Programme Associate and Senior Curriculum Developer
Direct Reports / People Management	None – works closely with the Programme Administrator
Primary Contacts	INTERNAL: interacts with UK team and various teams in our US counterpart entity EXTERNAL: educators and programme partners
Job Advertisement	Do you want to be part of creating a more just and equitable society? Facing History and Ourselves uses lessons of history to challenge teachers and their students to stand up to bigotry and hate. Join our growing team to help us ensure more young people grow up to be critical and empathetic thinkers, who are equipped to stand up against injustice and play their role as active responsible community members. As part of our growing programme team, you will help us to bring Facing History’s approach and resources to a growing number of educators and provide support to them as they implement our work in their classrooms.
Role Overview	The Programme Associate delivers Facing History training and support to educators, helps to build and engage our network of teachers and, using Facing History’s pedagogical framework, creates clear and accessible curriculum materials and resources. The Programme Associate will initially be managed by the Executive Director and be accountable to our Senior Programme Associate (responsible for programme delivery) and Senior Curriculum Developer (responsible for developing and adapting educational resources) respectively for work that falls into their areas of responsibility.
Key Duties and Accountabilities	Working alongside the programme team, the postholder will have the following key duties and responsibilities: 1. Programme Delivery: planning, preparing for and delivering training for educators both online and in person.

	<ol style="list-style-type: none"> 2. Teacher Community Support and Engagement: creating relationships with teachers across our community, and running events and opportunities for them to engage more effectively with the organisation. Supporting the development of our teacher engagement journey and implementing new elements of this as they are developed. Supporting our developing online communities, and working to build and expand membership and engagement with them. Supporting evaluation and monitoring of the work, utilising relationships with teachers to secure their participation in surveys, focus groups and evaluation studies, as needed. Working with the Programme Administrator to ensure that regular communications go out to the educator network and to keep the database up to date. 3. Programme Partnerships: alongside the Senior Programme Associate identifying and developing partnerships with schools, academy trusts (England), regional bodies and third sector organisations who can help to disseminate our work and become potential delivery partners. 4. Content Development: alongside the Senior Curriculum Developer, developing web- and print-based content for teachers and students, including lesson plans, units, study guides, and other resources. Researching, writing, and summarising complex histories to provide context for resources. Maintaining knowledge and expertise in best practices in teaching, pedagogy, and assessment, and ensuring those practices are reflected as appropriate in Facing History content. Providing content for our Ideas This Week website page and providing other means of supporting teachers to respond to current events in their classrooms. In conjunction with the Programme Administrator write / review content for Facing History UK social media activity linked to existing and newly developed resources. 5. Other: contributing to the smooth operation and effectiveness of the charity as part of a small team, representing the charity at events and conferences as required, and supporting the work of other members of the team as reasonably required.
<p>Person Specification</p>	<p>We are looking for an inspiring individual who is passionate about the power of education to prepare future generations to build and nurture healthy democracies and societies that are empathetic, inclusive and equitable. The post holder will have exceptional communication skills and be a natural community builder. They will have a love for learning and their own development as well as be committed to supporting the development of others.</p> <p>This role involves working some evenings and occasional weekends.</p>

Core Competencies and Skills	Essential <ul style="list-style-type: none"> ● Experience of teaching and/or curriculum and resource development preferably in a secondary school environment ● Outstanding interpersonal skills and oral and written communication skills ● Ability to work independently with limited direction and supervision ● Creative and flexible self-starter able to work both individually and as a member of a consensus-seeking team ● Genuine commitment to the mission of Facing History and Ourselves and ability to articulate the importance of the organisation's work to a variety of audiences ● Proficiency with Microsoft Office and Google office suite ● Demonstrable commitment to working in an inclusive way ● Commitment to ongoing personal development 	Desirable <ul style="list-style-type: none"> ● Specialism in History, English, RS, PSHE, Citizenship or other social sciences ● Experience of implementing diversity and inclusion initiatives in formal or informal educational settings ● Familiarity with Facing History's pedagogical approach, resources and materials and the use of them in the classroom ● Familiarity with systemic structures and support networks in the education sector ● Experience of community building in the education sector preferably across more than one institution
Location	Flexible - will require travel to various UK locations so proximity to good transport links would be preferable.	
Salary	c £37,500	
Other	Permanent, full-time role The nature of the position and the work required also lends itself to two part-time roles. We would welcome hearing from candidates who are interested in working part time and have a specific interest in either the Curriculum Development OR the Programme Delivery / Teacher Engagement aspects of the role.	
Equal Opportunities Statement	Facing History and Ourselves is an Equal Opportunity Employer and proudly values diversity. Based on the current profile of our workforce and our commitment to being a diverse and inclusive workplace, which we believe makes an organisation more effective, we particularly welcome applications from people from Black, Asian and Minority Ethnic backgrounds, people living with a disability and people from the LGBTQ+ community.	

KPIs	<ul style="list-style-type: none">● Consistently good feedback from participants on training courses● Evidence of growth in, and engagement of, the educator network● Resources and other curriculum materials are produced on agreed timelines and are consistent with Facing History's approach and of a high standard
-------------	--

For more information or an informal discussion before applying please contact uk@facinghistory.org.

To apply, upload your up-to-date CV (two sides of A4 or less) and a covering letter / statement (two sides of A4 or less) which clearly outlines, with examples, how your experience matches the Core Competencies and Skills required for the role. Please also complete and return the Equal Opportunities form included in the downloads section. Apply via Charity Job and upload these documents.

Closing date is **Monday 8th January at 10am**. Initial interviews will take place w/c 15th and 22 January.