



EDUCATION PROJECT MANAGER (MATERNITY COVER)

TERMS & CONDITIONS, JOB DESCRIPTION AND PERSON SPECIFICATION

Terms and conditions

Job Title: Education Project Manager

Reports to: Head of Programme, Education

Salary: £30,000 - £32,000 plus generous benefits package

Hours: 35 hours per week. Occasional evening work is required.

ELBA operates on a hybrid flexible working basis, where staff work both in-office and remotely throughout each week. The specific distribution of days in-office and remote work may vary depending on activities and events

Duration: Up to 12 months fixed term contract to cover maternity

Annual Leave: 27 days per annum plus public holidays
2 days volunteering leave

Location: ELBA, 5 Greenwich View Place, London E14 9NN

About ELBA

ELBA is a leading social regeneration charity in east London. Our mission is to develop employee volunteering and employment initiatives to decrease poverty, improve social mobility and increase equality for communities in east London and beyond. We facilitate corporate support from over 100 organisations into our community, education and employment programmes.

With over 35 years of experience enabling successful partnerships between businesses and communities, ELBA engages over 16,000 corporate employees in volunteer programmes annually that support employment, education and community initiatives. In 2024 the Community Works programme supported over 250 charities and social enterprises through engaging employee volunteers in practical and skills-based volunteering opportunities.

Purpose of the job

The Education Programme at ELBA seeks to raise aspirations of young people, develop their business awareness, and support their employability competencies. Our work involves supporting secondary schools, colleges and universities, predominately through events bringing volunteers together from our corporate partners with local students to support the development of their employability skills and to raise aspirations. Working closely with ELBA's corporate partners, the team engage students in various opportunities supporting Gatsby Benchmarks 5 & 6.



The role

This role will involve managing relationships with secondary schools, colleges, universities and ELBA corporate partner companies, providing vital support to coordinate and run events of varying scales throughout the academic year. This also includes supporting Mentoring Works, a programme that has been running since 1996 and connects Year 10 and Sixth Form/college students to volunteer business mentors working in the City and Canary Wharf. Taking the relationship lead for a number of our education institutions and corporate partners, the successful candidate will manage these relationships and ensure successful outcomes.

Working for ELBA

ELBA has a generous annual leave entitlement that increases with length of service; life assurance; 5% employer pension contribution; BUPA health cash plan; enhanced maternity and paternity pay; an active well-being and equalities programmes led by staff; a varied and busy learning and development schedule; cycle purchase scheme; and an Employee Assistance Helpline.

Job Description

Relationship Management

- Develop and manage strong relationships with education partners, this can include recruiting students for Mentoring Works and planning a calendar of events with Career Departments.
- Manage event requests from both education and corporate partners
- Run cross school projects throughout the year with multiple schools taking part
- Support the account management process of corporate partners by attending meetings with the wider account management team
- As a success indicator, consistently secure and maintain high satisfaction ratings from education and corporate partners, ensuring a positive experience for all stakeholders and volunteers.

Delivery

- Deliver projects and activities for educational institutions in line with the priorities and opportunities identified.
- Create and develop materials and resources, share best practice and design new programmes in line with changing priorities.
- Lead on development and delivery of group activities to support the Mentoring Works programme and feedback sessions with students
- Work proactively with CSR departments and other contacts within ELBA corporate partners to promote and enable delivery of projects/activities.
- Promote safety and wellbeing of students at all times and to follow ELBA's safeguarding policies and have full regard of the policies of the schools and colleges engaged in ELBA programmes
- As a success indicator, ensure the execution of project milestones by consistently meeting or exceeding delivery timelines and stakeholder requirements.

Communication, reporting and evaluation

- All ELBA employees are required to use Salesforce as a record of activity. Training will be provided. Update Salesforce with all activity in line with agreed timescales, share updates with partners on activity.
- Support the Comms team as required
- Implement agreed evaluation and impact measurement tools for each project/activity
- Regularly write case studies, newsletter stories to showcase the impact of the education programme



- As a success indicator, produce comprehensive annual impact reports for partner schools, colleges, and universities, translating activity data into actionable insights that demonstrate programme value and success.

General

- Represent and act as an ELBA ambassador at meetings, social events and functions when required
- Attend ELBA team meetings, collaborate with other ELBA colleagues on projects where appropriate and contribute to the development of ELBA as an organisation
- Adhere to relevant policies including equal opportunities and health and safety

Person Specification

ELBA's core competencies define the principles and ethos that are central to the way we seek to operate as an organisation and the way we treat those with whom we come into contact. They inform us what we do and how we do it; we expect every member of staff to commit to creating value for our members and community partners. ELBA's core competencies are:

- Accountability
- Thought leadership
- Relationship management

In addition the ideal candidate will have:

Essential skills and experience

- Highly organised with an ability to prioritise, work under pressure and deliver against set targets to agreed deadlines
- Be able to confidently facilitate events to students/volunteers.
- Effective time management skills and strong project management skills, including the ability to manage and track multiple projects, often with competing timelines
- Excellent oral and written communication skills with the ability to articulate messages clearly and concisely in an engaging style consistent with ELBA's brand
- Thoroughness, accuracy and attention to detail
- Experience of developing sustainable and effective partnerships with multiple stakeholders including interpersonal skills including negotiation, persuasion, flexibility and problem solving
- A passion for supporting young people with developing their employability skills and increase social mobility

Desirable skills and experience

- Experience of working with and facilitating employee volunteering activities and knowledge and experience of corporate community investment
- Experience of working with young people in a learning environment
- An understanding of the value of evaluation and impact measurement techniques within the education sector.
- Previous use of Salesforce
- Knowledge of the education landscape in east London



ELBA is proud to represent the diversity of the communities we support. We are an equal opportunities employer and we welcome all applications.

Please note this role is required to have an enhanced Disclosure and Barring Service (DBS) check. The successful candidate will be required to comply with ELBA's safeguarding policies and any appointment will be subject to satisfactory references as well as DBS.