



Southwark Community Education Charity
Charity Registration Number 1185489

Role Title:	SCEC Scheme Director	Hours:	Part-time, 16 hrs
Salary:	£18,000 salary p.a. (40% pro rata of £45,000 p.a. FTE)	Location:	Hybrid based in Dulwich (SE21)
Contract:	Permanent	Reporting to:	Trustees

The Role

The Scheme Director is a newly created role that will be pivotal in helping SCEC make a real difference to the educational outcomes of children. This is an exciting opportunity for the right candidate to help SCEC realise its vision and extend its reach in South London. This opportunity is well-suited to candidates who are interested in the education sector and provides a unique opportunity to work closely with excellent schools and established leaders in the field.

Reporting to the Board of Trustees, you will help SCEC design and implement an expansion programme as well as coordinating the delivery of the existing schemes via our school partners. You will also serve as a trusted partner to the Board in the administration of the charity.

SCEC's stakeholders include the secondary schools who host our Saturday schemes, the families of the children who participate in them as well as the primary schools. We are also looking to build a committed donor network to support our activities in the long term. A principal responsibility of the Scheme Director will be to nurture and grow these relationships and to develop the operational infrastructure necessary to support them in line with SCEC's strategic plan.

Similar to a Chief Operations Officer, this role straddles the operational and the strategic. We need someone who can grasp the big picture and has an eye for the details needed to deliver successful outcomes. Strong communication skills and the ability to position information appropriately and accurately for different audiences is critical. The

role affords flexibility for remote work balanced with opportunities to work collaboratively with dedicated professionals who share the charities' values and aims.

To make this role a success, you'll bring a proactive approach to building relationships and as well as strong planning, interpersonal and administrative skills. Most importantly, you'll share our passion for teaching and learning that inspires children.

About SCEC

The Southwark Community Education Charity (SCEC) serves families from disadvantaged communities in Lambeth and Southwark by providing enrichment classes to children attending local state primary schools. SCEC was founded in 1992 and has been serving the community of young learners in Southwark and Lambeth for over 40 years.

We currently operate four extension schemes in Literacy, Maths, Science and Art over the first two terms of the academic year on Saturday mornings. Each scheme is hosted by one of our local independent school partners: Alleyn's, Dulwich College and JAGS. Students attend classes offering a range of engaging activities including science experiments, storytelling, and mathematical treasure hunts. Each class is taught by a qualified teacher with added support from student mentors in secondary school. Children and parents/carers consistently rate the schemes highly and report their knowledge, interest and confidence increases through participation in the programme.

Our ambition is to extend these successful programmes into a more holistic journey for children that enables them to discover and develop a love of learning supported by a collaborative network of educators and mentors. We are exploring opportunities to extend our reach and deliver greater impact to the schools and communities we serve. Working with the board of trustees, you will have the opportunity to contribute to the development and implementation of a growth strategy that positions SCEC as a key partner to South London schools.

Role Summary

Salary: £18,000 salary p.a. (40% pro rata of £45,000 p.a. FTE)

Part Time: 16 hours per week, year round. Flexible schedule to be agreed with candidate. Hours are largely flexible but will require attendance at evening board meetings and visits to the schemes, which take place on Saturday mornings.

Contract arrangements: There will be an initial probationary period of 3 months with a 1 week notice period. Following the probationary period the notice period will be 3 months.

Location: SCEC is based in Dulwich, South London where our educational sponsors (Dulwich College, Alleyn's School and James Allen's Girls School) are based. This role

will be principally remote but will require frequent travel to Dulwich and other nearby locations to attend in-person meetings and visit the schemes as required.

Key Responsibilities

1. Scheme Coordination

- Oversee scheme operations including pupil recruitment, enrolment and attendance to ensure the smooth running of schemes and maximum impact
- Support the Board in developing, implementing and monitoring new schemes
- Monitor and report on scheme performance and impact
- Manage communications with partners, donors and beneficiaries
- Build and maintain systems and processes to support scheme operations and monitoring
- Oversee employee onboarding and payroll
- Supporting SCEC and its partners in meeting safeguarding obligations and ensuring the safety and wellbeing of all children involved in our schemes

2. Marketing & Fundraising

- Promote the charity to prospective partners and donors
- Prepare marketing materials
- Support the Board in market research, outreach and development activities

3. Finance, Administration & Governance

- Prepare and manage budgets and disbursement of funds together with the Treasurer including payment of tutors and vendors
- Oversee development, maintenance and enhancement of website and IT systems (email, document management, etc)
- Ensuring personal data is appropriately handled, secured and protected and data privacy responsibilities are satisfied
- Provide strategic and administrative support to the Board (including managing the board calendar, developing the agenda, organising meetings, collating and writing Board papers and taking minutes at Board meetings)
- Work with the Chair to recruit and onboard new trustees
- Ensuring compliance obligations are satisfied and implementing and maintaining best practices (e.g. make required filings with the Charity Commission, implementing systems to protect data and assets) and maintaining organisational records including, e.g. contracts and DBS checks

Requirements

- Minimum 7 years' experience working in a professional setting
- BA or equivalent degree
- Strong leadership, organisational and interpersonal skills

- Financial and budget-management skills in a work context
- Excellent written oral and written communication skills
- Keen attention to detail and organisational efficiency
- Working knowledge of current IT tools for small enterprises (Office 365, email tools, collaboration tools, etc)
- Enthusiasm for education and an appreciation for the transformational role it can play in the lives of young people
- An enhanced DBS disclosure and two employment references satisfactory to the SCEC
- Right to work in the United Kingdom

About You

- Animated by our mission and the opportunity to deliver impact in the community and are enthusiastic about supporting children
- Demonstrated success in developing and implementing strategic plans to achieve organisational goals and objectives
- Track record of effectively managing programmes and services, including programme development, implementation, and evaluation
- Committed to working collaboratively to build strong relationships with business partners and colleagues and proactively engaging stakeholders when making decisions
- Self-motivated and highly organized, you have a strong sense of initiative and take a hands-on approach to planning and administration
- Strong background in operational management, including process improvement, organisational development, and risk management
- Experience in financial management and budgeting with experience in fundraising, partnership development and/or grant-writing
- Experience of working in a senior or middle management role that includes responsibility for managing staff and/or operations.

You could be a good fit for this role your if your prior work experience includes any of the following:

- Building and scaling a charity
- Working in the education sector
- Developing educational programmes
- Building and managing partnerships
- Defining, delivering and reporting on impact initiatives
- Designing and implementing transformational programmes
- Working in a start-up environment

Child Protection

SCEC is committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole organisation (trustees and staff). We all remain vigilant about

safeguarding, and we never think that child abuse could not happen during the course of our educational work. An enhanced DBS Disclosure is required for this role.

How to Apply

Applications will be considered on a rolling basis. **To make an application, please submit a copy of your CV and a cover note explaining your interest in the position via charityjob.co.uk**

We strongly encourage you to submit your application by 4 July 2024.

SCEC is an equal opportunity employer and welcomes applications from all suitably qualified individuals regardless of race, gender, religion/belief, sexual orientation, disability or age.