



## Job Description

**Job Title**                      Developing Skills Team Project Officer -Delivery

**Reports to**                      Business Development & Developing Skills Team Manager

The Developing Skills Team deliver programmes in schools and colleges in partnership with local businesses. The aim of the team being to develop young people’s understanding of where they are heading in their working lives, develop self-confidence, work based skills and the understanding of the world of work.

### **Key responsibilities:**

*To work as part of EBP in the Developing Skills Team taking a lead on the following:*

1. Liaise with schools, colleges and businesses to develop and deliver work related learning activities as set out in the annual programme.
2. Work with other internal and external stakeholders to deliver effective events.
3. Attend meetings as necessary.
4. Keep colleagues informed of relevant changes to legislation or local contacts as they apply to your immediate area of responsibility.
5. Work collectively with other members of the EBP to develop strategies to ensure the ongoing success of the company.
6. Work with the Team Manager and Chief Executive Officer to review and improve the services of the EBP.
7. Maintain the integrity of the company at all times to ensure it is not brought into disrepute.
8. Other ad hoc duties as required.

### **Person Specification**

<b><i>Experience</i></b>	
Proven experience in planning, managing and delivering successful events	Essential
Experience of developing and promoting good relationships with colleagues and external organisations	Essential
Ability and confidence to present to large groups of people	Essential
Working knowledge of secondary, special needs and tertiary education	Desirable

Previous experience of working with private and public sector employers	Desirable
Proven ability to undertake evaluation, monitoring and quality assurance exercises	Desirable
<b>Skills</b>	
Excellent interpersonal skills and ability to work as an effective member of a team	Essential
Capable of working independently. Ability to prioritise work, handle pressure and take day-to-day decisions for the events responsible for	Essential
Excellent project organisational and time management skills	Essential
Strong communications skills in all forms including written, oral, email, telephone and presentation	Essential
Good ICT skills to enable the preparation of professional and accurate event materials	Essential
<b>Attitude</b>	
Self-motivated	Essential
Committed and <b>flexible</b> with a 'can do' approach	Essential
<b>General</b>	
Full driving licence (own car)	Essential
Interest in working with young people	Essential
Knowledge of current developments within education	Desirable
Experience of working within a charity	Desirable

### Terms of Contract

Hours: 22 hours per week, primarily within term-time.  
Successful candidates must be able to work from 8.00am to 5.30pm on event days.

Contract duration: Fixed-term contracts until end February 2019

Salary: Up to £11.82 per hour dependent on skills and experience.

Location: Shaw House, Church Road, Newbury, Berkshire, RG14 2DR. Education Business Partnership is based just a few minutes' drive from Newbury town centre.  
This role is office based but will require regular travel within West Berkshire, Reading and Swindon to deliver events. At peak times there will be events on a daily basis.

DBS Check: The successful candidate will be subject to a Disclosure & Barring Service (DBS) check and relevant employment checks prior to commencement in the role.

As an organisation we are committed to the safeguarding of young people that we work with.