

## Education Business Partnership (EBP)

### Project Officer (Developing Skills Team)

#### **Job Description**

Work in Education Business Partnership's (EBP) 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. Carry out all aspects of event/workshop booking, preparation, delivery and evaluation
4. Lead workshop/activity delivery to student groups of a variety of ages whether face-to-face or virtually
5. Work collectively with other members of the EBP to develop strategies to ensure the ongoing success of the company
6. Keep colleagues informed of relevant changes to legislation or local contacts as they apply to your immediate area of responsibility
7. Undertake occasional health & safety visits on an ad hoc basis alongside other trained members of the EBP team

#### **Candidate Specification**

- Good project organisation skills, clear and logical communicator (essential)
- Experienced in managing successful events (essential)
- Confident and competent IT user (Office suite, including video conferencing software) (essential)
- Working knowledge of secondary, special needs and tertiary education in the Thames Valley (preferable)
- Previous experience of working with private and public sector employers (preferable)
- Understanding of current developments in education (preferable)
- Use of own car and clean driving licence (essential)
- Interest in working with young people (essential)
- Proven ability to undertake evaluation, monitoring and quality assurance exercises (preferable)
- Self-motivated (essential)
- Good ICT skills (essential)

#### **Conditions of Post**

- Post holder will report to the Developing Skills Team Leader
- Working hours: 35 hours a week 38 weeks per year (West Berkshire schools term time)
- Office based, with travel across the Thames Valley to deliver events/workshops/activities
- Salary: £11.82 per hour
- Successful candidate will be required to complete a DBS check

If you would like to apply, please email your CV and a cover letter explaining why you are interested in the role and why you think you would be well suited to it to:

[michelles@ebpwb.co.uk](mailto:michelles@ebpwb.co.uk) by **3<sup>rd</sup> August 2020**