

	<b>JOB DESCRIPTION</b>	<b>SINCE 9/11 Education Director</b>
<b>Closing Date:</b>		27 November 2018
<b>Accountable to:</b>	SINCE 9/11 Director and Trustees of SINCE 9/11	
<b>Salary and Contract</b>	£37,500-45,000 based on 37 hours per week. Salary dependent on experience.	
<b>Office</b>	Hoxton office but the post requires travel in the UK	

### Core purpose

The SINCE 9/11 Education Director will be responsible for the overall quality and delivery of the SINCE 9/11 Education Programme and offer to the education sector. This will include creating innovative teaching resources, managing our programme of outreach in schools across the UK and the creation and delivery of professional training workshops for teachers.

The role will also involve liaising with and maintaining relationships with key partners and stakeholders including donors, funders, government departments, universities, schools and international bodies.

### Principal duties

- Being the lead professional, responsible for all aspects of the delivery of SINCE 9/11 outreach programmes to children in educational settings

### Responsibilities

#### SINCE 9/11 outreach programmes

- Developing and creating new materials for use by teachers and students, as part of our educational outreach programmes
- Developing and leading on the marketing of SINCE 9/11 outreach programmes
- Commissioning the development and updating of teaching programmes and monitoring their development and preparing them for implementation
- Supporting the recruitment of facilitators who deliver the SINCE 9/11 outreach programmes
- Ensuring that all facilitators have DBS checks and other necessary pre-employment checks that ensure that they are safe to work with children
- Developing the skills and delivery of facilitators so that the quality is high and never compromised
- Monitoring the work of facilitators and appraising their performance

- Developing, marketing and delivering training workshops for schools which increase capacity to respond to the threat of radicalisation and extremism

### Developing and maintaining relationships

- Creating and maintaining a database of contacts in the education sector
- Fostering and developing strong relationships with a broad range of schools and other education settings, so that the SINCE 9/11 outreach programmes reach a wider audience.

### Evaluation

- Evaluating the delivery and impact of SINCE 9/11 outreach programmes
- Preparing reports for the Trustees on all aspects of the SINCE 9/11 outreach programmes

### SINCE 9/11 as a charity

- Preparing bids for grants
- Managing grant funding and the submission of reports to grant providers and Trustees.
- Ensuring that all facilitators have DBS checks and other necessary pre-employment checks that ensure that they are safe to work with children
- Maintaining relationships with key schools in the SINCE 9/11 network and growing the network
- Building the SINCE 9/11 brand and raising awareness of the quality of the organisation's offering across the country

### Person Specification

Attributes	Essential	Desirable	How identified		
			Application form	At interview	References
Education and Qualifications	A qualified teacher with a minimum of 2 years post qualification experience	Evidence of further professional study in a relevant discipline e.g. MA	✓		
Relevant experience	<b>Has a proven track record of:</b>				
	Planning sequences of lessons	Writing teaching materials that have been used by others	✓		✓
	Promoting a course or programme with others	Expertise in marketing and sustaining	✓		

		stakeholder links			
	Knowing what constitutes effective delivery and facilitation of teaching programmes	Experience of having evaluated a teaching programme	✓	✓	
	Knowledge of safeguarding and child protection procedures			✓	
	Using performance management and intelligent accountability to drive up standards	Having conducted performance management of others	✓		✓
	Leading teams and participating as a team member		✓	✓	
	Setting high standards to staff and students by personal example		✓	✓	
	Dealing with day-to-day issues while remaining focused on longer-term goals			✓	✓
	The energy, enthusiasm and skills of an outstanding teacher				✓
	Managing a database		✓		
Special knowledge and skills	Demonstrable confidence in discussing sensitive and controversial subjects relating to terrorism, extremism, politics and religion with children and young people	Strong understanding of the UK Government's Prevent Strategy (and implementation in an education setting) and Counter-Extremism Strategy		✓	
	Experience of managing projects from inception to delivery	Experience of having prepared bids and reports		✓	✓

	Experience of designing new teaching materials and training workshops/briefings		✓		
	Experience of managing relationships with a range of stakeholders	Managing a database of contacts		✓	✓
	Confidence and ability to undertake public speaking	Track record of effective public speaking	✓	✓	✓
	A good understanding of the local, national and international picture of extremism and terrorism	Has attended relevant training i.e. Prevent	✓	✓	✓
	A strong initiative and willingness to work autonomously to deliver SINCE 9/11's programme	Experience of successful teamwork	✓	✓	✓
	A commitment to SINCE 9/11's mission to improve understanding of the impact of the 9/11 attacks and the aim to foster a generation more resilient to the appeal of extremism	Experience of having worked in a charity or similar organisation		✓	
	Ability to work in a small team	Experience of successful teamwork		✓	

SINCE 9/11 is a very small operational team so the candidate must be comfortable working autonomously and in a small team in a manner which is conducive to a healthy working environment. The Education Director will work alongside the Charity Director to increase SINCE 9/11's reputation and profile as a leader in counter-extremism in Education, this will involve conducting many duties not covered in this document and tasks which contribute to the effective running and administration of the organisation.

**Instructions to Apply:**

Please send a CV (2 page maximum) and one page covering letter to [info@since911.com](mailto:info@since911.com)

Covering letters should be addressed to SINCE 9/11 Director, Liam Duffy.

Applications will not be accepted after midnight on the 27<sup>th</sup> November 2018. We will endeavour to contact unsuccessful applicants but dependent on volume of applications received this may not be possible.