

Job description

Job Title: Senior Education Officer

Directorate: Communications, Policy and Research

Responsible to: Education Engagement Manager

Job Purpose

This role will sit within our Voter Engagement team where we aim to provide all voters with the knowledge and confidence to engage in democracy, from registering to vote to casting their vote on polling day. The successful candidate will deliver a range of education projects that increase participation, building relationships with key stakeholders in education, the youth sector and others.

Key Accountabilities

Accountability	%
Deliver education projects that increase voters knowledge, understanding and confidence to engage in democracy, in youth and community settings. Build our understanding of what works and what doesn't in our voter information provision, and what has the most impact in increasing awareness of the electoral system.	30
Support the Electoral Commission's partners in England, embedding their views and values into our work. Provide support to the partnership team in Wales, Scotland and Northern Ireland.	20
Support the development and delivery of online training and webinars for teachers, youth workers and front-line staff working for civil society organisations.	20
Manage the production of co-created voter engagement resources, including web content, video and education resources. This will include schemes of work tailored to UK curriculum, that inspire teachers to deliver democratic education in their classrooms.	10
Map projects against our outcomes framework and work closely with our research team to determine the impact and reach of education projects.	10
Act as deputy safeguarding lead and a point of contact for the voter engagement team to discuss/ report safeguarding concerns	10

Key Working Relationships

The post-holder will manage and build partnerships with stakeholders, including colleges and universities, civil society organisations, charities and regulatory and membership bodies.

Person specification, Skills, Experience & Qualifications

Category	Requirement	Essential or Desirable	How to assess?
Qualifications	Teacher qualification, postgraduate certificate in Education (PGCE), or equivalent experience	D	A
Experience	Experience of developing co-created education content and resources that communicates challenging concepts to young people and community sector.	E	A/I
	Experience of managing education projects, programmes and training.	E	A/I
	Experience of evaluating and continuously improve projects and communicating successes.	D	A/I
	Experience of managing partnerships that promote collaboration	E	A/I
	Understanding of safeguarding policies and procedures	D	A/I

Knowledge and skills	Understanding of best practice in education, participation and the differences in educational approaches across the four UK nations	E	T
	Knowledgeable in project management and facilitation	E	T
	Experienced in managing relationship with key stakeholders	E	I
	Excellent written and verbal communication skills	E	I
	Excellent problem solving and trouble shooting skills, organisational, time management and planning skills	E	I
	Understanding of safeguarding policies and procedures	D	I

A-application and CV I-interview T-test

Job Description and Person Specification last updated: 30/07/2024
By: Education Engagement Manager