



Creating Possibilities
in East London

BIG ALLIANCE EDUCATION PROJECT MANAGER

TERMS & CONDITIONS, JOB DESCRIPTION AND PERSON SPECIFICATION

Terms and conditions

Job Title: BIG Alliance Project Manager – Education

Reports to: BIG Alliance Programme Manager

Salary: £28,000 - £34,000 p.a.

Hours: 35 hours per week, some evening work is required

Annual Leave: 27 days per annum plus public holidays

Length of Contract: 12 months fixed term contract

Location: Room 3.13, City and Islington College, Centre for Business, Arts & Technology,
444 Camden Road, London N7 0SP

With regular attendance at the ELBA Office, 5 Greenwich View Place, London
E14 9NN

About BIG Alliance

BIG Alliance (Businesses for Islington Giving) delivers business-supported employee volunteer programmes to strengthen links between businesses, community organisations and education institutions across Islington. In doing so, it aims to help address issues of poverty and isolation, which are prevalent across the borough, despite the perception of Islington being an area of high wealth.

Established in 2012, BIG Alliance aims to make community investment easier, more effective and more rewarding for its business members. It is a subsidiary of the East London Business Alliance – a registered charity that has been supporting the social and economic regeneration of east London for 29 years.

About Mentoring Works

Established in 1996, ELBA's Mentoring Works programme celebrates its 22th anniversary this year. What started out as a local initiative has now grown into a large-scale community education programme, helping to bridge the gap between the City and schools; mainly in inner-city London. Since its beginning in 1996, the programme has developed and supported thousands of 1:1 and group mentoring relationships between students and mentors. Relationships that have, in turn, assisted local students to gain confidence, independence and employability skills as well as broaden horizons and raise aspirations. Mentoring Works has been accredited with the Approved Provider Standard



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(APS) by the Mentoring & Befriending Foundation. The APS is the national quality standard designed specifically for all types of mentoring and befriending projects. The APS comprises 10 requirements across four key areas supporting safe and effective practice in mentoring.

Objectives of the Programme

- Introduce young people to the world of work
- Raise aspiration
- Enable students to identify career goals
- Increase employability through development of seven key competencies; communication, confidence, business awareness, resilience, drive and ambition, self-awareness and adaptability.

Purpose of the job

To be responsible for supporting the key aims and deliverables of the Mentoring Works grant agreement with Islington Giving and other funders. The key deliverables of the programme are to: develop strong relationships with the selected institutions; recruit students and engage business volunteers as mentors; provide robust safeguarding and deliver a robust impact evaluation of the programme. You will do this through managing relationships with schools, BIG Alliance member companies, employee volunteers (mentors) and students (mentees). You will be required to support other members of the Mentoring Works team and your colleagues in the BIG Alliance as and when required.

The post will be managed by the BIG Alliance Programme Manager, with further support and training from the Mentoring Works team. The post holder will have weekly one-to-one meetings for input and guidance to achieve agreed targets and will be subject to annual performance appraisals.

Job Description

Main duties

- Manage relationships with schools and BIG Alliance member companies where Mentoring Works is being delivered
- Oversee individual employee volunteer (mentor) and student (mentee) relationships to ensure programme objectives are being met
- Plan and deliver employee volunteer and student recruitment events
- Deliver training sessions for employee volunteers
- Match employee volunteers with students in line with programme volunteer and student targets
- Lead on development and delivery of group activities to support the Mentoring Works programme and feedback sessions with students
- Build effective working relationships with BIG Alliance corporate partners engaged with Mentoring Works to promote and enable delivery of projects/activities
- Support the BIG Alliance Programme Manager to produce a progress report that is then submitted to Islington Giving detailing the progress in working with the proposed schools and sixth forms and delivery against the agreed targets in the submitted project plan.
- Produce individual reports per mentoring relationship



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- Develop programme material and share best practise within BIG Alliance and Mentoring Works
- Develop internal systems and work on streamlining processes
- Organise celebration events, mid-way feedback and social events for mentoring relationships
- Generate web content, newsletters, reports, tweets and other communications tailored to the audience
- As directed and in line with the Islington Giving grant agreement work with the BIG Alliance Programme Manager to complete a yearly evaluation of the programme.
- Work as part of the BIG Alliance team to ensure corporate members and schools receive an excellent service
- Work with the BIG Alliance programme manager to develop the offer for schools in Islington, including the additional employability support they receive from BIG Alliance's corporate members.

General

- Use BIG Alliances' internal systems to maintain records and report progress, including due diligence and volunteer recording via the Customer Relationship Management System (CRM).
- Represent and act as a BIG Alliance ambassador at meetings and functions as required
- Attend and contribute to weekly BIG Alliance team meetings
- Attend ELBA team meetings, collaborate with other BIG Alliance colleagues on projects where appropriate and contribute to the development of the BIG Alliance
- Attend and contribute to the planning of the BIG Alliance Forums
- Adhere to relevant policies including equal opportunities and health and safety
- Undertake any other reasonable duties as requested by your line manager

Person Specification

ELBA's core competencies define the principles and ethos that are central to the way we seek to operate as an organisation and the way we treat those with whom we come into contact. They inform what we do and how we do it; we expect every member of staff to commit to creating value for our members and community partners. Our core competencies are:

- Accountability
- Leadership
- Commercial awareness
- Relationship management
- Adaptability
- Delivery
- Communication
- Creativity

In addition, the ideal candidate will have:

Essential skills and experience

- Excellent project management skills, managing projects from inception through to completion and evaluation



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- Strong interpersonal skills with the ability to work effectively with partners across the private, public and voluntary sectors
- Highly organised with an ability to prioritise, work under pressure and deliver against set targets to agreed deadlines
- Ability to manage and track multiple projects, often with competing deadlines
- Effective time management skills and interpersonal skills including negotiation, persuasion, flexibility and problem solving
- Excellent oral and written communication skills with the ability to articulate messages clearly and concisely in an engaging style consistent with BIG Alliance's brand
- Thoroughness, accuracy and attention to detail
- Experience of developing sustainable and effective partnerships with multiple stakeholders
- The ability to work across all levels of BIG Alliance's corporate partners, schools and local stakeholders
- Ability to work collaboratively within BIG Alliance to develop and share best practise
- An understanding and passion of the principles of corporate community investment and employee volunteering
- Experience of working with and facilitating employee volunteering activities
- Experience of working with young people and developing educational programme materials
- Positive can-do attitude
- Experience of programme monitoring and evaluation
- A high level of IT literacy

Desirable skills and experience

- Experience of working with or within the education sector and good commercial awareness
- Knowledge and experience of corporate community investment
- Experience of working in or with the voluntary and community sector
- Experience of event management
- An understanding of evaluation and impact measurement techniques within education or corporate community investment