



Creating Possibilities
in East London

EDUCATION WORKS PROJECT MANAGER

TERMS & CONDITIONS, JOB DESCRIPTION AND PERSON SPECIFICATION

Terms and conditions

Job Title:	Education Works Project Manager
Reports to:	Education Works Programme Manager
Salary:	£28,000 - £34,000
Hours:	35 hours per week, some evening work may be required
Annual Leave:	27 days per annum plus public holidays
Length of Contract:	12 months fixed term contract
Location:	ELBA, 5 Greenwich View Place, London E14 9NN

About ELBA

ELBA is the leading social regeneration charity in east London. It facilitates corporate investment from over 100 organisations into community programmes across the growth boroughs of Hackney, Greenwich, Newham, Tower Hamlets, Waltham Forest and Barking and Dagenham. ELBA also manages an award winning employment and skills programme.

With 30 years of experience enabling successful partnerships between businesses and communities. In the past year, ELBA has placed over 16,000 volunteers into the community and worked with over 200 local organisations to help build their capacity and support their beneficiaries.

Purpose of the job

Education Works is ELBA's over-arching education programme which seeks to raise aspirations of young people, develop their business awareness, and support their employability competencies. Our work involves supporting schools through events bringing volunteers from the world of work together with local students to support the development of their employability skills and to raise aspirations. We do this through 3 strands, with a Mentoring Works Programme, a Business Education for Schools and Colleges Programme and a Higher Education Programme.

The role

This role will involve managing relationships with Schools, Universities and ELBA member companies, supporting the Business Education for Schools and Colleges programme and the Higher Education programme. The role will provide vital support to our educational institutions and companies to coordinate and run events of varying scales throughout the academic year. Taking the relationship lead for a number of our schools and companies, the successful candidate will manage these relationships and ensure successful outcomes.

Job Description

Relationship Management

- Maintain relationships with schools, colleges and companies
- Manage event requests both volunteers and schools
- Run cross school projects throughout the year with multiple schools taking part
- Support the account management process by attending meetings with the wider account management team.

Delivery

- Deliver projects and activities for educational establishments in line with the priorities and opportunities identified in conjunction with the school and corporate members.



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- Create and develop materials, share best practice and design new programmes in line with changing school priorities.
- Work proactively with CSR departments and other contacts within ELBA corporate partners to promote and enable delivery of projects/activities.

Communication and reporting

- Update ELBA's CRM with all business volunteer activity in line with agreed timescales
- Regularly write case studies, news stories and maximise use of social media for the programme
- Work with the team to ensure communication material is updated on the ELBA website and promoted through ELBA's social media channels
- Write end of year reports to schools, colleges and Universities.

Evaluation and impact measurement

- Implement agreed evaluation and impact measurement tools for each project/activity

General

- Represent and act as an ELBA ambassador at meetings, social events and functions when required
- Attend ELBA team meetings, collaborate with other ELBA colleagues on projects where appropriate and contribute to the development of ELBA as an organisation
- Adhere to relevant policies including equal opportunities and health and safety

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. ELBA's core competencies are:

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

In addition the ideal candidate will have:

Essential skills and experience

- Highly organised with an ability to prioritise, work under pressure and deliver against set targets to agreed deadlines
- Be able to confidently facilitate events to students/volunteers.
- Effective time management skills and interpersonal skills including negotiation, persuasion, flexibility and problem solving
- Strong project management skills, including the ability to manage and track multiple projects, often with competing timelines.
- Excellent oral and written communication skills with the ability to articulate messages clearly and concisely in an engaging style consistent with ELBA's brand
- Thoroughness, accuracy and attention to detail
- Experience of developing sustainable and effective partnerships with multiple stakeholders
- An interest and passion for supporting young people within the employability agenda

Desirable skills and experience

- Experience of working with and facilitating employee volunteering activities
- Experience of working with young people in a learning environment
- Knowledge and experience of corporate community investment
- An understanding of the value of evaluation and impact measurement techniques within the education sector.