Job description

This is a diverse role which offers tremendous opportunity to shape and drive changes that make a real difference in schools.

Reporting to Directors in charge of key programmes, you will co-ordinate stakeholder engagement in major projects, keeping them abreast of policy changes and their implications as well as the SCHOOLS NorthEast stance on key issues.

You will be responsible for the successful completion of key project objectives and milestones, including communications, meetings, and support events; ensuring that momentum is generated and maintained and project objectives are achieved on time. You will be supported in this role by the wider SCHOOLS NorthEast team, which includes a dedicated events manager, communications officer and administrator.

By way of illustration – for the Schools-led Mental Health Commission, you will be expected to ensure the right stakeholders are engaged with the Commission; to horizon-scan public policy and evidence of best practice in schools; to provide the secretariat role for the lifespan of the Commission; to liaise with external bodies such as the Children and Young People’s Mental Health Coalition; and to communicate the findings of the Commission to decision makers within the region and in Westminster.

The education policy landscape is diverse and fast-moving. The Policy Officer is responsible for horizon-scanning changes across national policy and interpreting the implications for regional schools.

An understanding of the education environment and the region’s schools will be an advantage, but not essential. The education sector is rich in data, the ability to access and interpret data is important to this role to ensure SCHOOLS NorthEast speaks accurately and with authority on key topics.

Mobile and willing to travel within the region, you will have experience of supporting and developing complex projects, a can-do attitude, and a strong interest in education within the North East. Key tasks include:

* Co-ordinating and managing the development of multi-stakeholder projects across education, academia and business.
* Ensuring that key project objectives and milestones are completed on time.
* Supporting the Director responsible for a project with all aspects of project administration, including meetings, communications, and follow-up actions.
* Working to an agreed plan, to be a self-starter and enabling the Director responsible to concentrate on the completion of strategic objectives.

Person specification

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|  | **Essential** | **Desirable** |
| **Personal Skills and Qualities** | Strong interpersonal skills, including excellent influencing and negotiating skills.  Ability to meet targets and work under pressure.  Ability to use own initiative and to work effectively alone and as part of a team.  Excellent written communication skills, including the ability to write anything from engagingly brief content to formal Board reports.  Ability to assimilate new policies and initiatives and to interpret and utilise information and intelligence to develop timely responses.  Problem solving skills, able to use creativity and innovation to generate solutions for difficult issues.  Enthusiastic and proactive attitude. | Interest in and ability to quickly gain understanding of issues affecting schools in the North East. |
| **Experience and Knowledge** | Significant experience of supporting and co-ordinating projects at a senior and strategic level in organisations.  The ability to access and interpret data to support influencing work.  Demonstrable political sensitivity  Confidently use persuasion, influencing and/or negotiation techniques to influence others in difficult situations.  Knowledge of Microsoft Office packages. | Ability to influence at senior level. |