

Education Development and Research Lead

Do you want to be part of a national education charity that supports teachers and has a positive impact on the life chances of thousands of young people?

The organisation:

NACE (the National Association for Able Children in Education) is looking for an exceptional individual to join its team in Oxfordshire to do just that. Reporting to the CEO, this is an exciting opportunity for the right person to join an established and influential membership charity.

The job and person:

The ideal candidate will have a track record of delivering high-quality educational activities as well as being an innovative project manager, a strategic thinker and experienced in collaborative working with schools and educational institutions.

The role will lead and develop a portfolio of more able educational projects including the production of education resources and the delivery of training and CPD to education professionals.

To apply:

If you are interested in this role, please visit the NACE website for further information and to download an application form: www.nace.co.uk/vacancies

Send a covering letter (to include detail of your salary expectations, available start date, preferred work location and hours), completed application form and equal opportunity monitoring form to Sue Riley: sueriley@nace.co.uk

For an informal discussion about the role, please email NACE CEO Sue Riley: sueriley@nace.co.uk

No agencies.

Closing date: 6 June 2018

Interviews: 21 June 2018

Job description

Education Development and Research Lead

Salary: competitive, plus benefits, based on industry experience

Term: permanent, 3-5 days per week

Location: NACE head office or home-based, with regular travel to NACE head office and training sites

Start date: flexible

Purpose of the role:

- To develop and deliver outstanding training and professional development for teachers in the field of more able;
- To oversee, undertake and publish high-quality research, information, advice and guidance for teachers;
- To provide a resource and voice for NACE's membership.

Main responsibilities:

- Provide thought leadership based on a high level of understanding of current more able policy across the UK;
- Develop educational resources for members, schools, multi-academy trusts (MATs) and other organisations;
- Develop and deliver training sessions;
- Write articles and commentary;
- Produce information, advice and guidance for education professionals working in the field of more able;
- Support the development and delivery of NACE's research programme;
- Work with colleagues to develop and offer more able consultancy services and bespoke professional development.

This will be achieved by working closely with colleagues including NACE's CEO, Education Adviser, Challenge Award Manager, Education Committee and field-based assessors and associates, as well as NACE's current external research partners.

Specific responsibilities:

- To write professional development content, including content for digital distribution and practical resources;
- To work with NACE associates and marketing and communications specialist to write and deliver webinars and other online content;
- To deliver professional development and training through presentations, seminars and workshops at conferences, events and consultancy opportunities;
- To work with colleagues to create a detailed academic events calendar.

Quality assurance

- To actively quality assure NACE's education offer;
- To quality assure and review the work of NACE's associates and other professionals as required;
- To keep up to date with the latest research in the field of more able.

Business development

- To contribute to the implementation of the NACE business plan, focusing on the growth of income from education activity and external grant applications to support education, research and practice development initiatives:
 - To work with the CEO to identify potential new strategic partners to strengthen NACE's education offer;
 - To understand and keep up to date with developments in the educational charities sector;
 - To research and deliver intelligence that will inform new potential education projects;
 - To work with the CEO on bids, grant applications and other consultancy opportunities.

Research

- To support and advise the education committee research project team on the scope of and methodology for research projects relating to provision and practices for more able learners in NACE Challenge Award schools;
- To undertake desk and field research relating to the above, analyse and report on findings;
- To undertake an initial review of the literature relevant to the NACE research project.

Other

- To undertake relevant training and development, as requested;
- To represent the charity, as appropriate, at key external meetings;
- To work with other members of the NACE team to ensure appropriate cover in event of colleagues' absences;
- To participate in member events and membership drives;
- To deputise as appropriate for the CEO;
- Any other duties as deemed commensurate with the post and requirements of the business.

Person specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Honours degree or equivalent in a relevant discipline ● Qualified Teacher Status or an alternative relevant teaching qualification 	<ul style="list-style-type: none"> ● A postgraduate degree in a relevant discipline
Previous experience	<ul style="list-style-type: none"> ● Leadership experience in a relevant educational setting ● Writing and delivery of training, professional development and presentations for education professionals ● Preparing and creating clear, well-reasoned, concise reports and correspondence ● Writing and producing educational material and resources for a range of audiences ● Partnership and collaborative working and relationship management, including outstanding interpersonal and people management skills 	<ul style="list-style-type: none"> ● Successful grant application research and submission / research lead within a school ● Project working, strategy development and implementation
Knowledge and skills	<ul style="list-style-type: none"> ● Understanding of education research methodology and experience in its application ● In-depth understanding and appreciation of the more able policy landscape, ability to innovate, future-plan and respond proactively and creatively ● Excellent written and verbal communication skills (for a wide range of audiences) and strong organisation skills ● Ability to establish personal and professional credibility with senior school-based managers, practitioners, key stakeholders, academic and teaching staff ● Creative and logical thinking ● Good interpersonal skills with the ability and willingness to work both individually and as part of a team ● Ability to manage demanding situations, prioritising and planning workloads effectively, managing several projects simultaneously ● Excellent IT skills, with good knowledge of Microsoft packages, databases and the internet ● Work un-supervised using own initiative in a logical, systematic and organised manner 	<ul style="list-style-type: none"> ● Experience of working for a membership organisation ● Knowledge of the voluntary and community sector supporting education
Personal attributes and circumstances	<ul style="list-style-type: none"> ● Attention to detail ● Confident and forward-thinking ● Work effectively under pressure and self-motivated ● Commitment to working for a charity ● Willingness to travel independently – regionally, nationally and internationally as required 	

NACE is an equal opportunities employer and welcomes applications from all sectors of the community.