



European Union

European
Social Fund



The Edge Foundation

Job Title: Employer and Education Engagement Coordinator

Reporting To: The Edge Foundation Education Delivery Manager

Salary: £35,000 (Fixed Term until March 2021)

Location: NE LEP, 1 St James Gates, Newcastle upon Tyne NE1 4AD

Who we are:

Edge is an independent education charity which via its research, policy and campaign work is shaping the future of education. Edge believes that we all need to be equipped with the skills that today's global, digital economy demands, through a broad and balanced curriculum, including technical and creative subjects, excellent careers guidance and strong links between employers and education.

Edge is staffed by a small and highly effective team, the majority of whom operate from our offices in Westminster. This role is an excellent opportunity to undertake exciting and valuable work, whilst receiving plenty of support and opportunities for development. Our core ambitions are to influence policy, build consensus in the education sector on fresh approaches to education and implement impactful initiatives on the ground with schools, colleges and teachers.

For just over a year, Edge has been working with our partners in the North East, primarily the North East Local Enterprise Partnership (North East LEP), to pilot a teaching model in three schools in the area. This is based on the highly successful Academies of Nashville programme which deploys Project Based Learning (PBL) and profound employer engagement to energise learning and put work in the classroom into the context of the world of work. Evidence shows that students are more engaged, have more opportunity to develop key workplace skills, such as team-work, problem-solving and resilience, and are more confident and better informed when making careers choices for the future.

The North East LEP, The Edge Foundation, RTC North Limited and STEM Learning Limited have secured European Social Funding to fund this new post, which is a fixed term position until the end of March 2021. The purpose of the role is to build relationships between small and medium businesses (SMEs) with schools and colleges to develop curriculum projects using a PBL approach. Each project will be supported by a teacher externship, whereby a teacher will spend between two and five days with the employer, learning about careers in the business and the practical application of curriculum subjects in the workplace. The aim is to bring the curriculum alive for learners by making it more relevant to the world of work, give them insight into jobs roles and careers and build critical skills for work and for life.

The Employer and Education Engagement Coordinator will be based in the North East LEP offices in Newcastle. The role will involve frequent travel across the region particularly between Newcastle and Durham.

Purpose of role

- To be responsible for the day to day operational delivery of the Edge Foundation's KPIs as outlined in the NE Ambition ESF Project Business Case Outline. This will include recruiting businesses as partners in the project and supporting schools to organise externship opportunities.
- To collect all evidence and data required on outcomes and outputs in relation to the NE Ambition ESF and input this into a central database.
- To ensure the Edge Foundation is compliant with data collection and feed forward information to enable the successful draw down of funding based on evidence collated and in line with ESF guidelines
- To input into the Edge Foundation's strategic plan to ensure successful delivery
- To represent the Edge Foundation on the North East Ambition Project Working Group

Profile:

Excellent partnership skills to enable the individual to work confidently with SMEs, schools and colleges across the North East.

Strong written and oral communication skills to present the project and evidence in the most effective way possible.

Ability to work remotely from the central Edge team, but have excellent team working skills, becoming a core part of our small and highly effective team.

Strong grounding of knowledge about the English education system.

Key Responsibilities –

Working closely with the Education Delivery Manager, this post will:

- Be responsible for the day-to-day operational running and delivery of the Edge Foundation's commitment to the NE Ambition Pilot, which will involve:
 - Reporting on KPIs, financials and outcomes. To be responsible for the submission of data, timesheets and evidence as and when required, and in a timely fashion to NE LEP, The Edge Foundation and delivery partners as and when required
 - Provide written reports to the Project Steering Group and The Edge Foundation as and required for example outlining progress against KPIs
 - To train teachers and SMEs in conjunction with the Education Delivery Manager how to use of our Toolkit to underpin teacher / lecturer externships
 - To contribute to and update central database to ensure it is a live document as outlined by NE LEP
 - To bring on board SMEs, Schools and Colleges to take part in the project
 - To coordinate and oversee all aspects of teacher externships including:
 - Liaising and communicating with Schools /Colleges /Teachers /Lecturers /SMEs and Employees to ensure successful and smooth delivery and coordination
 - To capture all required data and timesheets as required under ESF Funding Guidelines
 - To submit data and information in a timely fashion, as and when required
 - To liaise with the NE LEP Funding Programme Manager, Claims Officer, Programme Support Officer and Digital Officer to ensure effective running of the programme.
- As part of a small team, contribute flexibly to other duties as required.

Essential

- Strong analytical skills, including an understanding of how to interpret and collate statistical data.
- Ability to quickly identify, analyse and summarise evidence.
- Excellent written and oral communication skills, including summarising complex messages in plain English.
- Excellent project and programme management skills.
- Excellent team and partnership working skills.
- Good knowledge of the English education system.
- Microsoft Office and internet skills.
- Commitment to Edge objectives.

Desirable

- Experience of:
 - Working with businesses and schools to support employer engagement

Please send your CV and covering letter to hr@edge.co.uk. Closing date for applications is noon on Friday 16th January 2019. First interviews will take place on Tuesday 29th January 2019.