



Skills Builder

PARTNERSHIP



Education Associate Briefing Pack

Introduction from Tom Ravenscroft, Founder & CEO

Hello!

I am really excited to be seeking the newest additions to our outstanding team and want to thank you for your interest in the Skills Builder Partnership.

The Skills Builder Partnership has been growing now for a decade. Along the way, we've grown our work from a single classroom to working with over 170,000 children and young people in the last year alone. Joining us as an Education Associate is the start of a unique journey to have a tangible impact, with plenty of opportunities for stretch and progression.

Where it began

Teaching business studies to Year 10 pupils in Hackney more than a decade ago, I saw that there is something fundamental missing in education. I was worried that my students struggled to listen to one another and articulate their ideas. It didn't seem sustainable that I worried more about their coursework and deadlines than they did – or that the expectation was I would organise them. And what about creativity, or the ability to problem-solve?

This sense was what led me, eleven years ago, to work with a team of other teachers to set up the Skills Builder Partnership (previously called Enabling Enterprise). We knew that building students' knowledge and understanding of the world was essential. But we also felt that it was not enough.

Where we are going

We are scaling a movement, the Skills Builder Partnership, which mobilises schools, employers and impact organisations behind a common mission to build essential skills for every student. The Partnership is gaining ever-more momentum, with the backing of organisations like the CBI, the Careers & Enterprise Company, the National Citizens Service and more than 100 other leading organisations.

To achieve system change, individuals must have the opportunity to build essential skills in a cohesive and meaningful way no matter whether they are in education, participating in a social impact intervention or in employment. That's why in addition to working with schools and colleges, social impact organisations and employers partner with us to embed a common approach and language. Impact organisations like Harlequins Foundation and the National Literacy Trust partner to embed the Universal Framework into their programmes, while businesses like Network Rail and KPMG are giving employees the opportunity to build essential skills with our support.

Who we are looking for

In this role, you will be an agile change-maker, at the nexus of education and social impact. Whether working directly with school and college leaders and teachers, training and supporting them to implement a programme, or advising programme designers and delivery leads at impact organisations, you'll be helping to ensure that everyone builds the essential skills to succeed.

After two years, Education Associates have the opportunity to take on greater leadership and responsibility – whether for an innovative new project, geographical area or even building a new part of our organisation: the opportunities are huge.

Thanks again for your interest in this role

Tom Ravenscroft, CEO





Education Associate

London or remote-working across the UK

Are you an outstanding teacher, who wants to achieve systemic change by transforming skills education?

The Skills Builder Partnership is an award-winning social enterprise. Our mission is to ensure that one day, everyone builds the essential skills to succeed – beyond just a set of qualifications.

To deliver against our mission, we are looking for self-starters with a collaborative, entrepreneurial approach; comfortable influencing stakeholders to make positive change, and with a passion for education.

We are leading the Skills Builder Partnership, which includes over 400 schools and colleges, 100 skills-building organisations and 130 top employers including hospitals, airports and leading international companies.

Our approach is scaling rapidly as we work towards system change, with backing from sector leading organisations including the CBI and the Careers & Enterprise Company. More than 75% of secondary schools and colleges now have a touchpoint with the Skills Builder approach – and our reach is rapidly growing at primary school level too.

We want individuals who will be dedicated to building and maintaining a network of partners and supporting them to embed our principles and framework into their organisations with outstanding impact.

To build credibility, we are looking for evidence of high-quality teaching practice in a primary or secondary school in the UK in any subject specialism. We are also looking for someone with strong evidence of relationship building, including the ability to influence senior leaders.

Our Education Associates typically take on more responsibility with strategic and innovation projects as they progress through the organisation. There are opportunities to develop a broad range of skills and experience in different sectors.

If you want to be part of an inspiring team, and benefit from opportunities for rapid growth, development and challenge, we want to hear from you.

What it's like working for Skills Builder – quotes from our Team Survey:

I'm proud to work for Skills Builder, the impact we have and am privileged to be able to work with such brilliant colleagues.

It's always an absolute delight for me to work with just about any member of the team.

My line manager has been brilliant in making sure that our one-to-one sessions are mainly about me and my professional development. This has made me feel even more valued than I already feel as part of the company as a whole.

I'm excited about the new 3-year strategy and the opportunities this will bring to the organisation and to personal development.

What it's like being an Education Associate:

James, Education Associate

I joined Skills Builder after working as a primary school teacher. As an Education Associate I work with school leaders to improve skills teaching. I've enjoyed working with a broad range of education settings and getting an insight into how different schools work.

I still value the time I get to work directly with learners, but I enjoy the space that my role affords me to think about teaching in the abstract. Over the year I've been encouraged to contribute to a variety of projects. I'm now managing the design and production of a new online resource, picking up lots of new skills on the way.

Maryam, Impact Organisations Manager

I joined the Skills Builder team 8 years ago, after a similar amount of time working in teaching. Working for Skills Builder is fun, dynamic and inspiring. This is made possible by the fantastic team members who are passionate about making a difference. Combined with a visionary leadership team, we have made huge progress in a small amount of time and we have some very exciting times ahead of us.

I've been lucky to work in a few different roles, from Education Associate to Regional Manager and now managing and supporting our other Skills Building Organisations in the partnership - all of these roles have been underpinned by building and maintaining good relationships, which I really enjoy.



Key Responsibilities

(1) Education & Impact Programme Delivery

- Working closely with partners to embed the Skills Builder approach into their institution or organisation
- Training and supporting delivery partners to become confident in building the essential skills of their students and participants
- Problem solving to support impact organisations to optimise for essential skill development and social impact
- Delivering some elements of our programmes directly, such as Challenge Days in school or trips to employers
- Driving consistency using established systems and processes

(2) Relationship Management

- Building and maintaining excellent relationships with schools and colleges or impact organisations
- Setting clear partnership objectives and demonstrating the impact of programmes
- Working with partners to achieve the six principles for effective essential skills development
- Ensuring the continued engagement of partners through re-enrolment, and by engaging them with broader packages

(3) Curriculum Planning & Resource Design

- Planning new curriculum content for our programmes and platforms
- Identifying and implementing improvements to existing curriculum content

Technical Skills and Experience

- An experienced and qualified teacher, you will be someone who loves learning and working with people, with a passion for innovative education practice, and always trying to improve your own teaching.

- You will have demonstrable experience of developing relationships to build and maintain effective networks.

Essential Skills



Education Associates are responsible for leveraging change. You will speak adaptively by changing your content depending on the response of listeners. You will speak influentially by changing the structure of your points, the examples and facts you use, as well as by articulating a compelling vision that persuades listeners.



We need people who are confident at problem-solving, often on the spot and with senior leaders, to ensure that we can effectively provide consultancy-style support and deliver innovation projects. You will create solutions for complex problems by evaluating the positive and negative effects of a range of options, as well as analysing complex problems by using logical reasoning.



Engaging, managing and delivering a substantial number of programmes will inevitably lead to set backs which must be overcome with relentless enthusiasm and composure under pressure. You will look for opportunities in difficult situations, and create new plans to use these opportunities. You will support others to stay positive, by helping others to see opportunities and creating plans to achieve them.



This role requires the management of a full and varied workload, and you need to be someone who gets stuff done – on time, and to exacting standards. You will develop long-term strategies, using regular milestones to keep on track.



This role requires strong collaboration to achieve our strategic objectives. You will influence the team by reflecting on progress and suggesting improvements.



Understanding what partners are trying to achieve is vital for this role. You will listen critically and look beyond the way speakers speak or act to objectively evaluate different perspectives.



Creating curriculum and resources and, as you progress, leading strategic projects will require creativity. You will develop ideas by considering different perspectives and innovate effectively by seeking out varied experiences and stimuli. You will support others to innovate by evaluating the right creative tools for different situations.

Benefits

Salary: £28,000-£34,000 subject to review in 12 months

Start Date: Flexible but ideally 16th August 2021

Working hours: Flexible but ideally 40 hours per week (although occasional early starts and evening work will be needed)

Holidays: 25 days per year, plus bank holidays and potential to buy up to 5 days

Contract length: Permanent

Location: The roles will either be based out of our London or will be remote. They may involve travel, primarily across the respective region, as well as occasionally to other regions and offices.

How to apply

Applications should be made via our [online form](#) - on completion of the online application please also send your CV by email to jobs@skillsbuilder.org. This round of applications ends at **9am on 2nd August 2021** with interviews taking place on **week commencing 9th August 2021**.

Applicants are encouraged to explore our work at www.skillsbuilder.org before applying.

The Skills Builder Partnership is an equal opportunities employer, and actively encourages applications from all qualified individuals. Please contact us if you require any reasonable adjustments to the recruitment process.

Our recruitment process is designed to give you a sense of what this role as part of the Skills Builder team would be like. We follow best practice of blind-scoring applications and use the [Skills Builder Universal Framework](#) when assessing candidates' essential skills.

