

Job Description

Business & Community Support Officer

Salary: £28,000 - £30,000

Duration: 32- month fixed term



Job Purpose

Excelerate is an investment in culture, collaboration, and pedagogy with ambition for system change in education. The Wood Foundation is working in partnership with Aberdeenshire and Aberdeen City Councils to foster community-connected learning approaches.

Through a bespoke package of support, this investment works with secondary school leaders and educators to better engage, inform, empower, and motivate learners. This will be achieved through upskilled teachers with strengthened pedagogy; deeper relationships and activities within and between schools, employers, and the wider community; and more diverse, high-quality learning pathways.

As a key staff member within the Excelerate delivery team, the post holder will work alongside school staff, community, and industry to develop and manage authentic collaborative partnerships which support the delivery of real-world teaching and learning.

Reporting Relationship

An identified member of the Senior Leadership Team within the school will manage the day-to-day delivery of this role, with support from The Wood Foundation.

Overview

- Manage multiple authentic, collaborative cross-sector projects engaging a variety of stakeholders.
- Work in a team of Business and Community Support Officers.

Main Responsibilities

- Committed to realising the ambition of Excelerate, aligned with school values and vision.
- Supporting the development and delivery of high-quality community-connected learning; working alongside school leaders and classroom-based teachers to identify industry and community partners that will bring real-world context to curriculum content.
- Recruiting and coordinating local project partners including business, community groups, curriculum staff and supporters to maximise context and relevance for students.
- Support the collation of learning and evaluation data to support investment and school-based project evaluations.
- Monitoring and reporting on milestones associated with the Business and Community Support Officer role in school in order for these to be communicated to relevant stakeholders, promoting a culture of shared learning.
- Collaborating with school-based colleagues to ensure that all partnerships are well-managed and effective, creating a positive and productive experience for all involved.
- Being an ambassador of the Excelerate investment, the school, and the partners.
- Comply with all relevant health & safety requirements and adhere to all relevant Local Authority policies and procedures as required.

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Person Specification

Essential Skills, Knowledge, and Experience

- Excellent interpersonal skills with the ability to establish effective working relations with internal and external colleagues and stakeholders.
- Strong written and oral communication skills and ability to engage diverse audiences (teachers, employers, students, and parents) in a variety of formats.
- Demonstrable experience (or good understanding of) successful project management, across stakeholder networks
- Good digital skills including use of Office 365, Microsoft Teams, and file sharing platforms such as Google Docs and Dropbox.
- Outstanding organisation, prioritising, and planning skills.
- Ability to work independently, be self-motivated, and work on own initiative, including virtually.
- Ability to work under pressure and to work to deadlines as required.
- Ability to assimilate information quickly and to think logically.
- Ability to self-evaluate, sharing and acting upon constructive feedback as required.
- Demonstrable commitment to continuous improvement, committed to a culture of learning.
- Have a solution-oriented approach to managing challenging situations.
- Experience of event planning, coordination, and delivery.
- Good understanding of the education sector.

This job is for you if...

- You are passionate about education and creating opportunities for young people to excel.
- You enjoy working with and for young people.
- You enjoy working with committed people in a purposeful environment.
- You thrive in small teams when multi-tasking and juggling competing priorities.
- You are creative and have the discipline to turn collective ideas into a reality.
- You can spot opportunities and have the confidence to ask for help, and coordinate input, from many different people.
- You are a skilled and passionate networker, in-person and virtually.