**Job Purpose**

Excelerate, an investment by The Wood Foundations, empowers system change in education by offering professional learning and network opportunities to support schools in achieving their visions for change. The goals of the investment are:

* Upskill and inspire teachers to feel more confident with a strengthened pedagogy.
* Deepen relationships and activities between schools, employers, and the wider community.
* Secure more diverse, high-quality learning pathways
* Engage, inform, empower, and motivate learners.

As key staff within Excelerate, 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**

A member of the senior leadership team at the school will manage the day-to-day delivery of this role in school, with support from The Wood Foundation. The post is supported through a partnership with Angus Council and The Wood Foundation.

**Dimensions**

* Work with a network of Business and Community Support Officers within the Excelerate Hub of partner schools in Aberdeen, Aberdeenshire, and Angus.
* Source and manage a variety of industry and community partnerships within the school setting.

**Main Responsibilities**

* Understand and be committed to school values and vision.
* Support school-based colleagues in identifying and sourcing a variety of partners who can bring well planned project-based learning to life.
* Liaise with stakeholders and coordinate their involvement in projects which support the delivery of real-world teaching and learning experiences.
* Contribute to the development of activities (reflected in the school planning) that will help the school community to achieve their aims and objectives for Excelerate, including identifying new/ potential opportunities for engaging with the wider community.
* Recruit and coordinate local project partners including business, community groups, curriculum staff and supporters to maximise local context and relevance for students.
* Write reports and case studies based on data and information collected from project evaluations to help the school community track their journey and evidence the impact on teachers, young people and partners.
* Gather and share stakeholder feedback with an established evaluation framework to help promote continuous improvement.
* Monitor and report on project milestones.
* Represent the Excelerate investment, school and Angus Council at internal and external meetings and events.
* Work with and report to the strategic lead and relevant Faculty Heads within the school to ensure that all programmes are well-managed and a positive and productive experience for all those involved.
* Comply with all relevant health & safety requirements and adhere to all relevant Local Authority policies and procedures as required.

**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 verbal communication skills and ability to engage a variety of audiences (teachers, employers, students, and parents) in a variety of formats.
* Demonstrable experience (or good understanding of) successful project management with a variety of stakeholders.
* Good IT skills including use of Office 365, Microsoft Teams, and file sharing platforms such as Google docs/ Dropbox.
* Outstanding organization, prioritising, and planning skills.
* Ability to work independently, self-motivated and work on own initiative.
* 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 sensitive and constructive feedback as required.
* Demonstrable commitment to continuous improvement.
* Have a solution orientated approach to managing sensitive and / or challenging situations such as managing change.
* Experience of event planning, coordination, and delivery.
* Good understanding of the education sector.

**NOTE:** There may be a requirement to attend an international study visit in March 2025 – to be discussed with shortlisted candidates at interview.

**This job is for you if…**

* You enjoy working with committed people in a friendly and purposeful environment.
* You thrive in small teams and 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 coordinate input from many different people.
* You are passionate about a meaningful education and creating opportunities for young people to excel.