



CULHAM ST GABRIEL'S

Recruitment Pack

Education and Programmes Manager

Job Title: Education and Programmes Manager

Reports to: Chief Executive

Hours of Work: Full Time, 35 hours a week

Location: Home based, with once-a-month in person meetings

Salary: £55,000

Key Benefits: 10% employer pension contribution, Salary Sacrifice Scheme

Holiday Entitlement: 25 days per annum, bank holidays and four discretionary days

Culham St Gabriel's Trust is an endowed charitable foundation whose vision is for a broad-based, critically reflective education in religion and worldviews contributing to a well-informed, respectful, and open society. The Trust is committed to providing teachers of religion and worldviews and other professionals with the support, connections, challenges, and professional development they need.

This exciting new role with the Trust is a unique opportunity for an experienced religion and worldviews educational professional. You will be a dynamic team player who will build on successful existing programmes and activities, to strengthen and enhance our offer to all our stakeholders.

You will join a small, but recently expanded, friendly staff team. Our values lie at the heart of everything we do. We are a remote working organisation, meeting regularly online for team meetings, and in-person about once a month. Occasional travel to other in-person meetings on Trust business will be required as part of this role.

We welcome applications from those who have experience in one (primary or secondary) phase of education and are willing to learn, as well as from those who have experience working across phases. We encourage you to have an informal conversation about this role before you decide whether to apply. Please contact Kathryn Wright, Chief Executive. ceo@cstg.org.uk

For more information about the Trust please visit www.cstg.org.uk and our website for educational professionals www.reonline.org.uk

Job Description

Person Specification

As our Education and Programmes Manager you will be an experienced, enthusiastic, and efficient professional. You will be passionate about religion and worldviews education for all. You will be committed to making a difference through providing excellent professional development programmes and thrive on building positive relationships with individuals and partner organisations.

Website content management

- Oversee and generate new content production for our website(s) in partnership with the CEO and digital manager
- Monitor, analyse and evaluate existing content to ensure relevance and appropriateness
- Create a monthly newsletter in liaison with the communications officer
- Create an A Level Digest for teachers in liaison with the communications officer

Professional Development and Event Management

- Review, revise and evaluate current e-learning provision through our Moodle E-Learning Platform
- Create new courses and content, working with external partners as appropriate
- Lead and manage regular learning events, such as webinars, for a range of audiences
- Lead and manage the biennial RExChange Conference with the CEO
- Develop new programmes and activities in consultation with the CEO and Trust Board
- Manage the professional development focus group

Scholarship Programme Management

- Lead and manage our leadership scholarship programme, including our team of mentors
- Lead and manage our CTeach scholarship programme, including mentoring participants and hosting community of practice sessions
- Lead and manage our Masters and Doctoral scholarship programmes including providing one-to-one support and community of practice sessions in conjunction with our Grants, Governance and Partnership Manager.
- Lead and manage our Alumni Community of Practice for previous scholars

Other

- Attend, and when appropriate represent the Trust, at religion and worldviews community events and conferences
- Keep up to date with current research in the field of religion and worldviews

| Essential: Skills and Experience | Desirable: Skills and Experience |
|---|---|
| Commitment to the vision, mission, and values of the Trust, including its commitment to a religion and worldviews approach and the National Content Standard for RE in England. | Masters or Doctoral qualification in religion and worldviews or related field e.g. theology, philosophy, education studies |
| Detailed knowledge and understanding of the religion and worldviews community | Knowledge and understanding of and/or experience working with the wider education sector e.g. CST, Chartered College, Teaching School Hubs Council, NiOT. |
| Knowledge and understanding of religion and worldviews curricula across at least two key stages | Experience of leading a research project with a range of stakeholders |
| Experience of regional or national leadership in the field of religion and worldviews e.g. adviser, consultant, lead teacher, ITE lead | Knowledge and understanding of diversity, equity and inclusion in relation to an education in religion and worldviews |
| Experience of and ability to design and lead professional development both in person and online | Experience of engaging confidently with people from a range of beliefs and backgrounds |
| Experience of writing for a diverse range of audiences and publications e.g. website content, articles, blogs, courses | Experience using moodle software and/or designing e-learning courses |
| Ability to chair and lead meetings and discussions, summarising and communicating outcomes effectively to colleagues | |
| Excellent inter-personal and communication skills, including public speaking to large audiences. | |
| Ability to manage competing priorities, use initiative and take responsibility | |
| Ability to problem-solve and anticipate challenges | |
| Ability to work alone and as part of a team | |
| Highly competent in using Microsoft 365 (Word, Excel, Powerpoint) and Teams | |
| Right to work in the UK | |

How to apply

To apply for this role, please email, Kathryn Wright, ceo@cstg.org.uk with the following:

- A copy of your current CV in Word or PDF format, including the names of two referees (Note: Referees will not be contacted until the end of the recruitment process)
- A covering letter in Word or PDF format on up to two sides of A4 (font arial 12 or equivalent) which answers the following questions:
 - a. Tell us why you are interested in this role.
 - b. Tell us about the experience and skills you would bring to this role.
 - c. Tell us what you understand by a highly effective religion and worldviews approach to religious education.

Closing Date: Wednesday 1st May 2024 at noon.

The interview process will be in two rounds, with some candidates being taken forward to a second interview.

Round One Interviews: Tuesday 14th May and Wednesday 15th May

Round Two Interviews: Tuesday 21st May

Start Date: 1st September or sooner if possible.

Culham St Gabriel's is committed to equity, valuing diversity, and enabling inclusion both in our workplace and in our recruitment process.