

A woman with blonde hair, wearing a dark blue cap, safety glasses, and a bright orange jumpsuit, is sitting on the edge of a large yellow industrial machine. She is smiling and looking towards the camera. The machine has a large orange panel on top. The background shows a factory interior with a high ceiling, metal beams, and various pieces of equipment. A semi-transparent white box is overlaid on the left side of the image, containing the Gatsby logo and text.

GATSBY EDUCATION  
**PROJECT OFFICER**  
CANDIDATE PACK







## OVERVIEW

In 1967 David Sainsbury wrote out a cheque for five pounds to establish the Gatsby Charitable Foundation. Lord Sainsbury has since given Gatsby more than £1 billion to distribute to charitable causes in fields he is passionate about, including neuroscience, plant science, development in East Africa and public policy. More information can be found at [www.gatsby.org.uk](http://www.gatsby.org.uk).

Gatsby established a small team focused on education policy in England almost 40 years ago. The team's priorities have typically mirrored and sought to address the policy challenges of the times, from addressing the uptake of engineering degrees in the 1980s, to our commitment to the improvement of the nation's technical education and career guidance systems today. While priorities have changed and evolved, our approach has been consistent: we aim to be more than a funder. We act as an enabler for projects, working with partners in designing, developing, and, in some cases, delivering activities. We take a long-term view as we do not think much can be achieved by short, one-off projects.



## GATSBY'S WORK IN EDUCATION

We believe that a strong technical education system can open up good career opportunities for young people and adults, as well as drive greater national productivity and economic competitiveness. That is why our current work is focused on supporting the implementation of technical education reforms and the embedding of a stable career guidance system in England.

## OUR PROGRAMMES INCLUDE:

### Technical Education Reform

In 2015 David Sainsbury was asked by government to chair a panel of experts to review the provision of technical education. The result was the Sainsbury Report, which set out an ambitious vision for reform, and its recommendations continue to underpin the government's strategy for technical education and skills in England. The successful implementation of these recommendations is a priority for our team, and we work closely with the Department for Education (DFE) and other partners on a number of projects including:

- Supporting the successful rollout of T-levels through work to support curriculum development and industry placements with providers and employers
- The development of accredited Higher Technical Qualifications (at levels 4 and 5) so that this progression option for T-level students (and for those already in the workforce who wish to upskill and retrain) meets the high-quality standard demanded by industry

- The rollout of Institutes of Technology (IOTs). We are supporting the DFE to ensure that IOTs (collaborations between FE colleges, universities, and employers) are recognised as ideal modes of delivery for higher technical education (particularly in science, engineering and technology)
- Researching barriers to the delivery of quality apprenticeships, such as the standard of the training an apprentice receives 'on-the-job' and 'off-the-job'
- The delivery of technical education. We are currently piloting several projects to understand what good looks like in areas such as teacher training and retention

### Good Career Guidance

Since we first devised the Gatsby Benchmarks for Good Career Guidance in 2014, they have been written into government statutory guidance for all schools and colleges in England. Our work in this area focuses on ensuring stability in the system by identifying and seeking to address outstanding challenges to each and every young person receiving good career guidance.

### Raising the profile of technicians

Success of technical education reform is dependent on a shift in the public's understanding and perception of technician jobs. Our current programmes in this area include The Technicians Make it Happen campaign and professional registration of technicians, which champions the professionalisation and recognition of technician skills.

The above is not an exhaustive list of our current projects. For more detail on our work, visit: [www.gatsby.org.uk/education](http://www.gatsby.org.uk/education).





## THE ROLE

**Role:** Project Officer (1.0 FTE, 2-year contract)

**Reports to:** Project Manager (Higher Education)

**Responsible for:** No direct line management but supervision of contractors and grant-holders required.

**Location:** The Peak, 5 Wilton Road, London SW1V 1AP. We generally expect staff to work from the office for at least three days each week (Tues – Thurs).

**Indicative Salary Range:** £47,816 - £49,729 + pensions + benefits

Our programme supporting Higher Technical Education has big ambitions. Known as the 'missing middle' of higher education in England, we want to see the declines in level 4 and 5 technical education reversed and more providers emerge who can offer high-quality education and training to help people access high-skilled occupations. Key to this transformation is the role of Institutes of Technology (IoTs) – collaborations between further education colleges, universities and employers – and we have been working closely with the National Network of Institutes of Technology to support their success. We are looking for a Project Officer to play an integral part in the successful delivery of this programme, as well as becoming an advocate for Higher Technical Qualifications more broadly.

This role sits within the small Higher Education Team at Gatsby, and you will work closely with the Project Manager and Director of Programmes to: develop and deliver a range of projects to support our programme objectives; represent Gatsby at external meetings; organise meetings and events; and develop strong working relationships with key partners.

With 21 IoTs, which are together comprised of more than 77 colleges, 35 universities and 100 employers, you will have an incredible group of people and organisations to work with, building strong relationships with the leads for each Institute of Technology, the Chair & Vice-Chairs of the network, and the Department for Education. There may also be opportunities to work with and visit partners in other countries.

You will have a broad remit to support the programme activity, ensuring projects meet the intended outcomes and deliver the best value for money. This role requires excellent organisational skills, together with highly effective collaborative approaches to deliver quality outputs that support technical education reform. You will be confident communicating with a range of stakeholders at different levels and be a supportive team member.

This is an excellent opportunity for someone who enjoys building productive relationships, working on a mixed portfolio of projects, and who is committed to our vision of better life chances for adults of all ages – and the employers who depend on them – through higher technical education.

## KEY ROLE RESPONSIBILITIES

Using a high degree of personal expertise and judgement to:

- Deliver projects to support Gatsby's Higher Technical Education programme, with clear objectives and planning, delivering outputs on time and within budget.
- Research, create and write compelling communications that support programme objectives.
- Co-ordinate regular meetings and external events, including drafting agendas, writing minutes, liaising with and organising contributions from external stakeholders.
- Work effectively with other Gatsby programme teams to ensure higher technical education is appropriately represented within their areas of focus.
- Commission consultants/researchers to undertake pieces of work that will inform programme direction.
- Undertake project evaluations to measure success, analysing outputs/feedback and making informed recommendations to improve activity.
- Manage the National Network of Institutes of Technology website and LinkedIn pages, ensuring they remain a compelling national presence with engaging and relevant content.
- Provide administrative and budget support for beneficiary grants and contracts.
- Create and maintain data and contact information relevant to the Institutes of Technology and other key stakeholders in higher technical education.
- Maintain a secure understanding of all high-level Gatsby policy positions and able to communicate them effectively in written form and verbally.
- Any other duties to support the Higher Education and wider Gatsby team to deliver programme objectives where required.





## PERSON SPECIFICATION

### EXPERIENCE

- Managed projects to successful outcomes, including some budget responsibility.
- Organised meetings and external events.
- Managed external contracts or grants to deliver agreed objectives on time and within budget.
- Developed and maintained a network of external contacts.
- Have produced effective communication materials for different audiences.

### SKILLS AND ABILITIES

- Comfortable working with partners in education and industry, able to initiate and develop positive relationships with a diverse range of people and organisations.
- Able to persuade, engage and build rapport quickly with new contacts, and maintain important working partnerships.
- Oral and written fluency in English and able to prepare and present accurate and readable briefings and reports from complex information.
- Constantly striving to improve own projects and processes. Open to new ideas and ways of doing things, enabling constructive contributions to organisational progress and innovation.
- Able to set and meet own deadlines under pressure, often balancing conflicting priorities, and dealing calmly with unforeseen issues.
- Diplomatic and politically sensitive, using good judgement and evidence to form opinions.
- An ability to apply an awareness of diversity issues to all areas of work.

### KNOWLEDGE AND EXPERTISE

- Some knowledge and understanding of the UK post-18 education and skills landscape.
- Basic understanding of the ways in which policy decisions are influenced and enacted in England.

### PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Strong interest in the role of technical education and careers guidance in improving life chances.
- Highly self-motivated, setting high standards for themselves and those they work with.
- Commitment to anti-discriminatory practice and equal opportunities.
- Enjoys working as part of a small team.
- Able to be flexible about working hours and locations, including working remotely and travelling to meetings around the UK and potentially overseas (may include overnight stays).



## THE GATSBY EDUCATION TEAM

As individuals we are motivated and passionate about delivering meaningful change. We recognise that collectively we can achieve the most impact by taking an evidence-based approach.

Members of the team have different backgrounds, ranging from education and communications, to administration and project management. Our collaborative team ethos means that we are able to combine this experience and our varied skills to better understand challenges and recommend ways forward. This includes undertaking rigorous problem analysis, commissioning high-quality research, proposing pragmatic policy solutions, and engaging with government and key stakeholders to support implementation of positive reform.

While there is close team working, every individual is self-motivated and sets high standards for themselves and their work. There is also autonomy in how we work, allowing each of us to develop our experience and expertise and to grow in our role. Everyone is encouraged to be proactive in their professional and personal development as colleagues build their careers at Gatsby.

As a small team of fewer than 30 colleagues, we have scope to innovate and idea generation is part of our DNA. Our team size also allows new joiners to quickly get to know everyone, and to feel at home.

We offer a generous benefits package including:

- Annual leave starting at 22 days per annum (with an additional day added per year to a max of 25 days), plus 3 days between Christmas and New Year (when the office is closed)
- A 12% employer contribution to pension
- Opportunity to apply for health insurance scheme and a free annual health check
- Employee assistance programme, offering confidential and impartial support and information
- BenefitHub discounts
- Cycle-to-work scheme
- Interest-free annual season ticket loan.

Gatsby is one of the 16 Sainsbury Family Charitable Trusts (SFCT) established by individual members of the Sainsbury family. A central corporate services function that includes HR, IT, and finance colleagues supports each of the SFCTs, including Gatsby. The successful candidate for this role will be based from our London office with some flexible working.

## HOW TO APPLY

To apply for this role, please submit the following to Faye Riley ([recruitment.education@gatsby.org.uk](mailto:recruitment.education@gatsby.org.uk))

- an up-to-date Curriculum Vitae/Resume (of no more than 2-3 pages)
- a supporting statement no more than 2 pages long explaining why you are interested in this role, which three of your strengths would be most valuable in this role, and if you are appointed, what contribution you would like to make to education in the UK.

Any queries regarding the role ahead of the closing date please contact Faye Riley ([recruitment.education@gatsby.org.uk](mailto:recruitment.education@gatsby.org.uk)).

## TIMELINE

Closing date for applications: Monday 6 May at midnight (00:00 GMT).

First round of interviews: w/c 13 May 2024

Final interviews: w/c 20 May 2024

## SELECTION PROCESS

Thank you for your interest in this role. Shortlisted candidates will receive an update regarding their application w/c 6 May. Further details will be provided to shortlisted candidates when invited to interview. Candidates must have the existing right to work in the UK.

## DIVERSITY POLICY

We believe that effective recruitment is about finding the right people for our current and future needs – people who have the right mix of skills at the right level and who will contribute positively to the life of our organisation and its future development. We want to make sure that we always recruit the best person for the job in a way that is fair and equitable and demonstrates our commitment to valuing diversity at all stages of our recruitment process.

