

Job Description

Job title:	Education Adviser
Group:	Education Services Group
Dept/Project/Service:	UK Contracts
Reports to:	Lead Education Adviser
Responsible for:	N/a
Usual office base:	Reading
Grade:	6

Job purpose:

Provide generalist technical expertise to one or more programmes to support the development of our education solutions. Delivering and implementing our programmes, creating impactful professional development opportunities for teachers and leaders Support engagement with clients, helping to develop our profile and ensure we are suitably positioned for new opportunities and provide technical input on business development for emerging opportunities.

Job objectives:

1. Support the design of education solutions, drawing from and contributing to Education Development Trust's intellectual property and service offerings.
2. Working with the Senior Education Adviser, provide technical input to support the development of programme resources and materials, the online learning environment, coaching models, events and other development activities.
3. Support the Senior Education Adviser in the monitoring and quality assurance of the programme delivery.
4. Collaborate with colleagues in the Business Development team to ensure new business opportunities are identified and provide input to the bid process by providing technical support to the preparation of expressions of interest and other documents prior to submission, including providing high quality and high scoring text for bids.
5. Through analysis of market intelligence, service area and competitor analysis, contribute to business growth strategies.
6. Work with colleagues in the UK education team to develop thought leadership and our propositions in order to improve and promote our offering.
7. Support business improvement projects where required.

Person specification:

Knowledge

Essential:

- Good knowledge of programme design and delivery
- Good understanding of best practice and the evidence base for teacher and leader training programmes in England
- Degree level qualification or equivalent experience
- Knowledge of core business development processes

Desirable:

- Qualified Teacher Status
- Strong generalist understanding of the education sector

Experience

Essential:

- Experience of being part of both design and delivery teams within educator development programmes
- Experience of teacher coaching and mentoring
- Experience of working in a team
- Experience of developing and maintaining effective working relationships with internal and external stakeholders

Desirable:

- Experience of project management, solution design, process improvement, client relationship management, stakeholder management
- Experience of developing online and digital training or education content

Skills

Essential:

- Strong analytical and problem-solving skills
- Excellent team working and cooperation skills
- Effective communication and presentation skills
- Strong written and spoken English skills
- Sound ICT skills
- Strong stakeholder engagement skills and the ability to work with a wide variety of clients
- Ability to work under pressure to tight deadlines

Competency Band: 4

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Delivering excellent service	Creating and innovating
Integrity - Supporting and Building Trust	Valuing views and needs of others	Building respect
Accountability - Delivering and Improving	Delivering commercial outcomes	Developing self and others
Collaboration - Engaging and Partnering	Building effective relationships	Influencing and negotiating

Job Family: Consultancy / Project Management

Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK's Disclosure and Barring Service.