



Role: Schools and Student Development Officer

Salary: £28,000-30,000

Hours: 37.5 hours per week

Location: Remote

Reports to: Executive Director

Job description

Schools development

- Establishing and maintaining relationships with key contacts, including diocesan education staff, cathedral education staff and senior teachers
- Promoting the work of the project through educational organisations, with the possibility of exhibiting and speaking at conferences
- Recruiting schools to book God and the Big Bang events on a regular basis

Event management

- Coordinating school, church and cathedral events, including recruiting a speaker team, making accommodation and travel arrangements, providing resources and on the day team leadership
- Delivering keynote talks and workshop sessions at school, church and cathedral events
- Collecting, analysing and reporting on data collected at events

Speaker development

- Establishing and maintaining relationships with science-faith organisations, university societies and church networks to identify and recruit speakers
- Working alongside the Executive Director to coach and mentor speakers along a training and development pathway

Project management

- Managing multiple events and projects at once
- Tracking and reporting on targets for funded projects
- Writing applications to grant making organisations

Person specification

Essential criteria:

- Educated to degree level
- Skilled in written and verbal communication
- Presentation and public speaking experience
- Skilled in organisation and administration
- IT competent
- A practising Christian
- Willing to work with a high degree of flexibility including travel within the UK



Desirable criteria:

- Undergraduate degree in a science subject or theology
- Grant writing experience
- Event management experience
- Skilled in networking
- Working understanding of safeguarding principles and practice

There is an Occupational Requirement for the post holder to be a practising Christian, in accordance with Schedule 9 to the Equality Act 2010.

How to apply

Please submit a CV and cover letter explaining why you are interested in the role and how you feel you meet the person specification to

contact@gatbb.co.uk

Deadline for applications: 21st August

For an informal conversation before applying, please contact Michael Harvey
michael@mjassociates.org.uk