**INFORMATION PACK**  
**Project Manager: Early Years Stronger Practice Hub – 2 year fixed term contract**

Based at The Lodge (Altrincham Grammar School for Girls) – hybrid working available

**Overview of the Role**

We are seeking an experienced excellent project manager with the ability to co-ordinate a team of professionals to meet the aims and objectives of the Early Years Stronger Practice Hub team and the other parts of the Bright Futures Development Network. As part of the COVID 19 recovery programme, the role supports the Head of Early Years Stronger Practice Hub (EYSPH) by leading the operational delivery (end to end project management) of the 2 year funded hub, delivering on the objectives set out by the Department for Education (DfE) and the National Children’s Bureau (NCB). The postholder will provide the interface between the organisation and our stakeholders on a programmes or range of programmes providing varied support to stakeholders either directly or through a team. You’ll be responsible for managing several programmes & projects driving activity to make sure programmes are delivered on time, on budget and to high quality.

**The full job description and person specification are at the end of this pack.**

**Bright Futures Educational Trust**

Bright Futures Educational Trust (The Trust) is a multi-academy trust (MAT) set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: **community, integrity,** and **passion**. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

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Our schools have their own identities and form one organisation and one employer, Bright Futures Educational Trust. Bright Futures’ Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals, and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About](https://www.bright-futures.co.uk/about-us/) Us

The central team comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Development, Partnerships and Teaching School Hubs; Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for Finance, HR, Educational Psychology, Marketing and Communications, and Digital Technologies. Please see our website brochure which explains our central operations: [Working together for a Bright Future](https://www.bright-futures.co.uk/wp-content/uploads/2021/12/Why-Join-Bright-Futures.pdf).

Bright Futures Development Network is another important outward facing component of our organisation made up of a number of hubs and networks at the heart the Trust. In January 2021, after significant national reforms to the teaching school policy Bright Futures was designated with two new large-scale [Teaching School Hubs](https://tsh.bright-futures.co.uk/), which replace the Alliance for Learning Teaching School. This growth and expansion in our outward facing work brings about a significant increase in accountability and reach. The two Bright Futures Teaching School Hubs are designed to provide strong strategic regional leadership to build robust partnerships to support teachers and leaders in every phase and type of school, at each stage of their development. A crucial part of the hub remit is carefully ensuring structured collaboration. The Teaching School Hubs are at the forefront of providing high quality professional development, playing a significant role in the implementation and delivery of: The Early Career Framework, National Professional Qualifications (NPQ), Initial Teacher Training and Continuous Professional Development (CPD). The Hubs work directly with the Department for Education and national NPQ/ECT providers. In addition to this, the Hubs enhance the professional development needs of Bright Futures schools and academies. Within this outward facing area of Bright Futures Educational Trust, we have a commercial offer run through the [Alliance for Learning](http://allianceforlearning.co.uk/) which provides first-class school improvement services and CPD to over 700 schools, further complementing the work of our Teaching School Hubs. Our School-Centred Initial Teacher Training (SCITT) [Bright Futures SCITT](https://www.bright-futures.co.uk/development-network/bright-futures-scitt/) is also an integral part of the Teaching School Hubs, with over 10 years’ experience and judged Good by Ofsted, we offer Early Years, Primary and Secondary teacher training programmes. Within the Bright Futures Development Network, we are also proud to have a Maths Hub: [NW1 Maths Hub](http://www.nw1mathshub.co.uk/) offering a wide range of maths specific high-quality professional development opportunities and training/coaching to 500 schools.

**Early Years Stronger Practice Hub**

Throughout the pandemic, the youngest children in the most disadvantaged areas of England were among the hardest hit by lockdowns and social distancing. A responsive programme of support for staff and children has been developed by the Government to assist recovery and address the disruption of Covid-19. This includes new funding to support settings to address the impact of the pandemic on young children by sharing effective evidence-informed practice and building lasting local networks via the Stronger Practice Hubs programme.

The **Stronger Practice Hub model** works directly with the sector on a system leadership approach, with strong settings becoming a base for support, collaboration and practice sharing for and with other parts of the sector. The DFE has commissioned the National Children’s Bureau (NCB) to manage the relationships with Early Years Stronger Practice Hubs, including providing support, oversight and quality assurance, as well as running the selection process.

Our Early Years Stronger Practice Hub (EYSPH) will support settings to adopt evidence-informed practice improvements – in line with the framework developed for the programme by the Education Endowment Foundation, as well as with the reformed Early Years Foundation Stage, Development Matters.

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Collaboration and strong relationships form one of the ‘commitments’ in our Strategy and all components of the Bright Futures’ family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](https://www.bright-futures.co.uk/about-us/our-strategy/)

**WHY WORK FOR US?**

****We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the [Equality,  
Diversity, an Inclusion statement](https://www.bright-futures.co.uk/join-us/job-vacancies/) on our website.

**Terms and Conditions**

**Salary:** NJC scale points 21 to 24 (Bright Futures scale Grade 6)**.** The full time equivalent pay is £28,900 rising to £32,020 per annum. The actual paybased on the below working pattern commencing £25,384 rising to £28,124, per annum actual pay. Pay progression is linked to performance.

***Working weeks:***This is a great opportunity for flexible working as the role will work 38 weeks during school term time and an additional 2 weeks to be agreed. A total of 40 weeks*.*

**Hours:** 36.25 hours per week over 5 days. Flexible working will be considered, please discuss at interview if you wish this to be considered.

**Holidays:** You will be paid for the prorate equivalent of25 days, plus 8 public holidays. This increases to 30 days plus 8 public holidays after 5 years’ service.

**Pension:** Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>.

**Other:** We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions.  
We also offer opportunities for professional development.

**For a full explanation of our employment offer please see the booklet on our website:**

[Great-Place-booklet.pdf (bfet.co.uk)](http://bfet.co.uk/wp-content/uploads/2021/06/Great-Place-booklet.pdf)

**How to Apply**

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of  
Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equalities and diversity.

**NO AGENCIES PLEASE.**

Our application form is available online, along with the disclosure of criminal background form. The portal link is [Project Manager Early Years Hub (jotform.com)](https://bfet.jotform.com/223243023903949). Alternatively, you can click Apply Now on this role via the current vacancies page of our website: <http://bfet.co.uk/vacancies/>. Please upload the forms by midday **Friday 6th January 2023.**

The selection will take place on **Friday 13th January 2022**. You will be notified after the closing date whether you have been shortlisted.

**Keeping Children Safe in Education**

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**

**Data Privacy**

You can read the details of how we use the personal data that you provide us with in our Job Applicants’ privacy notice on our website: [Applicant Privacy Notice](https://www.bright-futures.co.uk/wp-content/uploads/2021/11/BFET-Applicant-privacy-notice-002.pdf)

**JOB DESCRIPTION**

**Project Manager: Early Years Stronger Practice Hub**

Reporting to Head of Early Years Stronger Practice Hub

**JOB SUMMARY**

The Project Manager role fulfils a middle leadership role within the Early Years Stronger Practice Hub team. As part of the COVID 19 recovery programme, the role supports the Head of Early Years Stronger Practice Hub (EYSPH) to deliver the objectives and aims of the EYSPH and the other parts of the Bright Futures Development Network. This role will lead the operational delivery (end to end project management) of the 2 year funded hub, delivering on the objectives set out by the Department for Education (DfE) and the National Children’s Bureau (NCB) . It will provide the interface between the organisation and our stakeholders on a programmes or range of programmes providing varied support to stakeholders either directly or through a team. You’ll be responsible for managing several programmes & projects driving activity to make sure programmes are delivered on time, on budget and to high quality. The manager will be responsible for overseeing the quality of engagement with their stakeholders and maintaining excellent customer experience. They will also support on the development of stakeholder engagement and communication plans. This exciting role is varied and complex, and will require candidates with the ability to shape the different mechanisms of delivery. We also require candidates to have excellent organisation skills, project management experience and excellent time management skills. Candidates should also be committed to ensuring a high quality experience of those engaging with our programmes, through a focus on continuously improving effectiveness and a real attention to detail.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

**Main Responsibilities**

To support the Head of Early Years Stronger Practice Hub through proactive and effective planning and administration of the Early Years Hub objectives and aims. The objectives include:

* Establishing local networks of settings to share knowledge and effective practice
* Proactively sharing information and advice on evidence-informed approaches, for example, through newsletters, blogs, events, network webinars and social media
* Acting as a point of contact for bespoke advice, and signposting/ referring to other funded support
* Working with the Education Endowment Foundation to select evidence-based programmes to fund and make available to settings

The successful candidate will have experience of managing people, coordinating events and networks and communicating with a large number of stakeholders/partners. The successful candidate will be used to teamwork, high standards and have the capacity for hard work. They will be a solution-focused person with an ability and determination to ensure high level delivery of programmes. To succeed in this role excellent time management and communication skills are essential as the role involves collaborating with clients as well as internal and external teams.

**Overall Job Purpose**

* Creating and monitoring a project plan for your programme(s), making sure key deadlines are met
* Monitoring risks and issues, identifying mitigating actions and/or solutions
* Working with the finance team to track the programme budget on a monthly basis and make sure the programme offers value for money
* Report monthly reporting on progress against targets and key performance indicators to internal and external stakeholders
* Writing monthly programme bulletins/newsletter with support of Marketing and Comms to communicate information across the EYSPH.
* Running meetings effectively by creating agendas, chairing and capturing decisions.
* Monitoring how well your programme is doing, identifying where work is off track and finding solutions to issues
* Oversee the effective and efficient delivery of professional development, targeted support and bespoke support, providing participants with a high quality learning experience
* Undertake marketing, recruitment and coordination of professional development opportunities that is needs lead from our stakeholders.
* Seek facilitators and/or organisations to delivery high quality professional development
* Acting as the point of contact and communicating with all key stakeholders
* Monitor the impact of programme delivery including monitoring the external/accredited delivery partners to ensure they meet the required standards of quality
* Support the Head of Early Years Stronger Practice Hub and Commercial Manager in seeking opportunities for other commercial programme opportunities both regionally and nationally

**Programme Management**

* Ensure effective communications with Early Years Stronger Practice Hub settings and where applicable programme members.
* Identify and secure appropriate training delivery – face-to-face venues and/or online for programme delivery.
* Working with the Marketing and Communications team, ensure that the website has the required functionality, it tracking engagement and is kept regularly up to date.
* Work with the Head of Early Years Stronger Practice Hub to secure high quality speakers for appropriate programme delivery where appropriate
* Provide timely verbal and written updates to the Head of Early Years Stronger Practice Hub when required
* Assist the Head of Early Years Stronger Practice Hub with reports for governance, DfE, Trust and other key stakeholders
* To attend local, regional and national programme management meetings and events if required

**Partners**

* Work with the Head of Early Years Stronger Practice Hub, stakeholders and Specialist Leaders of Education to establish networks across the hub area
* Build effective and positive relationships with all key stakeholders
* Maintain internal records and reporting systems for programme participation and attendance in relation to Professional Development
* Communicate updates, changes and developments relating to the programmes to Early Years Stronger Practice Hub stakeholders and participants
* Respond to queries in a positive manner to ensure the building of effective and beneficial relationships with all key stakeholders
* Explore further commercial programme opportunities

**Department for Education**

* Engage appropriate with DfE and other external partners to keep up to date with programme developments
* Represent Early Years Stronger Practice Hub and the Trust at DfE/NCB events in a positive and constructive manner
* Monitor DfE/NCB developments and communicate these, translating and communicating changes as required

**Financial Administration**

* Ensure financial management of programmes are kept up to date in order to ensure accurate budget monitoring within the financial systems of the Early Years Stronger Practice Hub.
* Ensure the Trust’s and DfE/NCB’s financial procedures and policy are guidelines are following in all areas of the operation

## Other

## We will always consider a flexible approach to working –just ask at interview

## Any other reasonable duties requested by Head of EYSPH

* Attend relevant meetings as required, acting as a role model consistently promoting the Trust’s vision, values and commitments.

## Acting as an ambassador ensuring that the Trust’s high standards are promoted at all times.

* A commitment to maintaining confidentiality and discretion inside and outside work

**PERSON SPECIFICATION**

| **Category** | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- |
| Qualifications, Education, training | * GCSE English and Maths up to GCSE level grade C or above * Evidence of continuous professional development | * A degree or equivalent Project Management related qualification * Experience of working in education particularly the Early Year with Schools, PVI (Private, Independent, Voluntary) and Childminders | * Application form * Certificates |
| Relevant Experience | * Previous management experience * Experience of working in sustained and successful partnerships with external organisations * Experience of developing systems, processes and resources * Experience of working with senior leaders | * Experience of interpreting and translating into practice government policy and guidance * Experience of managing multiple complex, project activities in a customer focused environment | * Application form * References * Interview |
| Knowledge, skills and abilities | * Excellent communication skills; both oral and written and excellent interpersonal skills * Ability to be an effective and supportive team member but also able to work alone with a high level of self-direction and self-motivation * Ability to prioritise conflicting demands and thrive under pressure, excellent time management skills * Excellent IT skills * Ability to take a problem solving approach to tasks, and develop well thought through, valid solutions * Ability to build and maintain effective working relationships with a wide variety of people and liaise with colleagues * Ability to use management information systems; and be able to transfer the experience of using one system to another similar system, if needs be | * Understanding of the wider education landscape and the opportunities and challenges it brings * Experience and understanding of managing strategic communications and marketing | * Application form * References * Interview * Tasks |
| Leadership & Management | * Ability to work well under pressure and meet deadlines * Ability to formulate, monitor, evaluate and review plans and policies * Ability to confront and resolve problems * Ability to innovate and manage change * Ability to take on new challenges and to be a leader * Positive, solution-focused and good humoured |  | * Application form * References * Interview * Tasks |
| Personal Qualities/Others | * Personal integrity and confidentiality * Tact and discretion * A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour * Flexibility and adaptability * Initiative and confidence when dealing with difficult situations * Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description * Commitment to further training and development * Smart, professional appearance |  | * Application Form * References * Interview * Tasks |
| Our Values | Community: Evidence of working together for a common purpose and encouraging diversity |  | * Interview * Tasks |
| Integrity: Evidence of doing the right things for the right reason |  | * Interview * Tasks |
| Passion: Evidence of taking personal responsibility, working hard and having high aspirations |  | * Interview * Tasks |