# Regional Enrichment and Social Action co-ordinator

Reporting to: National Lead Practitioner for Enrichment

Grade: HOS3 £24,040 - £31,420

This is a regional role, based within one of the regional schools and with expectation of travel across the region.

## Overview of role

This role has been created to support enrichment and social action programme development and delivery in one of the four OAT regions as well as the development and delivery of a suite of National events.

This role will help us meet our aim that *children’s entitlement to enrichment opportunities at both local and national level will be unsurpassed.* As a Trust we want to inspire young people to develop their skills, talents and character through a wide range of activities, to use their curiosity and creativity to find new ways of achieving their potential and to have the confidence, drive and resilience to follow their dreams. Our ambition is for all our schools to engage and inspire pupils through a varied, impactful and sustainable enrichment programme. It is our ambition that this programme is deeply embedded within and complements curriculum delivery, offering real opportunities for the development of our pupils’ social, emotional and life competencies. We expect that activities and opportunities are able to evidence positive impact and we want to offer our pupils activities they may not otherwise have access to.

This role will help us to ensure that every child will have a fundamental enrichment entitlement, including taking part in meaningful social action in their school and the wider community whilst they are with us.

We are also committing to the aim that every Yr9 Ormiston student will have the opportunity to undertake the Bronze Duke of Edinburgh (DofE) Award. DofE programmes take young people on a life-changing journey where they set their own challenges; learning practical skills, improving their fitness, volunteering in their community, planning and going on an adventurous expedition. They develop essential work-ready skills and attributes such as resilience, confidence, commitment, team working and determination. This role will help us ensure that this aim becomes a reality for all of our Year 9s.

### Person Specification

The ideal candidate will be able to demonstrate passion and experience within creative project and events co-ordination. They will have a passion for supporting disadvantaged young people and an ability to support educators to broaden their curriculum offer with enriching activities and opportunities.

The successful applicant will have demonstrable project/events management experience (which may include University projects/events), including:

* Planning for project development and delivery (essential)
* Regional funder relationship development and management (desirable)
* Regional partnership development and management (desirable)
* Successful individual bid writing or has been part of a successful bid writing team (desirable)
* Monitoring and evaluation of projects (essential)
* Project reporting for various audiences (essential)
* Entrepreneurial and opportunistic, with confidence to highlight potential and offer alternative solutions (essential)
* Collaborative working and the ability to engage and inspire (Essential)
* Understanding of the pressures and challenges faced by schools (Desirable) and a willingness to support wherever possible (Essential)
* The ability to deliver workshops within schools or informal education environments (essential)
* An understanding of the current enrichment and social action landscape (essential)
* An awareness of DfE policy and how it might impact on the development and delivery of enrichment and social action activities (essential)

### Main roles and responsibilities

The ideal candidate should be able to demonstrate related experience to the positions main roles and responsibilities, which will be:

Assisting Curriculum Development

* Research and co-develop activities with enrichment and social action leads in school, subject based regional lead practitioners, heads of department, students and staff to meet evidenced need from curriculum.
* Align funded or one-off programmes with curriculum.
* Working with curriculum leads to ensure that enrichment embedded within subject curriculums meets curriculum intent, to include tracking, monitoring and evaluating activities aligned to the curriculum in terms of student experience, offering advice to refine practice.
* Provide reports to the local governing bodies, regional directors and the Executive Board that show where each school and region is in terms of meeting their enrichment targets.
* Sharing best practice with their counterparts from other regions and scaling up best practice.
* Continually sourcing curriculum opportunities and resources for all subjects, to add richness to curriculum planning at subject level.
* To provide hands-on assistance to the social action projects embedded into the PSHE curriculum.
* Ensuring compliance with the tracking system so data is accurate and interventions can swift.

Regional and National Events

* Managing delivery team/s, finance control and project schedule for regional activities/events and the national event the practitioner is responsible for.
* Provide advice and guidance to enrichment and social action leads, including organising and facilitating regional meetings and providing training.
* Highlight areas for concern and suggest appropriate solutions or risk mitigation
* Manage EVC and enrichment leads queries about EVOLVE products and OAT policy
* Will become the Regional DofE Lead, ensuring lowest costs through joint expeditions, supporting academies through the award on the ground, providing and sharing resources and facilitating the leads forums.
* Organising the Regional OAT Enrichment competitions which feed into the National finals.
* Working with Marketing and Communications to ensure strong publicity.

Fundraising and Delivery

* Regional programme and project delivery and initial business case and project proposal development. *Programmes will be developed in collaboration with enrichment and social action leads, students, fundraiser, subject based regional lead practitioners and other academy staff*
* Research and co-develop activities with enrichment and social action leads, subject based regional lead practitioners, students and staff to meet evidenced need from curriculum
* Research regional funding pots and align identified OAT needs with funder requirements
* Project scheduling, partnership and team development
* Initial business case and bid writing where necessary
* Support fundraiser in bid submission
* Managing delivery team/s, finance control and project schedule for funded projects
* Tracking, monitoring and evaluating projects/programme delivery, including writing of funder reports.
* Highlight areas for concern and suggest appropriate solutions or risk mitigation