



**Ambition  
Institute**



## AMBITION INSTITUTE | **JOB PACK:**

Senior Associate, Staff Development  
and Communications

# WHY WE EXIST

Children from disadvantaged backgrounds don't do as well as their peers at school.

We know that improving teaching and school leadership is the best way to address this gap. No other aspects of the school system have as much influence on pupil achievement, particularly the achievement of pupils from disadvantaged backgrounds.

Ambition Institute has one purpose: to help educators serving children from disadvantaged backgrounds to keep getting better.

# WHAT WE DO

At Ambition Institute we help schools tackling educational disadvantage to keep getting better, and help their teachers and school leaders to become more expert over time.

That's how we'll make sure every child gets a great education and the best possible start in life.

- > We train teachers and leaders at all levels to get better at the things that make the biggest difference: what you teach, how you teach it, and how you create the conditions for schools to thrive.
- > We share what works. Everyone can benefit from evidence of how great teaching and leadership can improve schools and change lives, so we connect people to the latest research and the best practice out there in the system.
- > We champion every teacher and school leader's potential to develop, as the driving force for sustainable school improvement.

# OUR IMPACT

We have worked with **14,000** educators,  
across over **3,000** schools, reaching more  
than **1.3 million** children across the country.



# WHAT IT'S LIKE TO WORK HERE

It's an exciting time to join Ambition. We've changed a lot over the last four years – merging three charities into one and expanding our offer to the education system. We're respected as one of the sector's biggest providers of high quality professional development and have an exciting future ahead of us.

We have around 220 staff across England. Though we are all mostly working from home right now due to Covid-19 restrictions, we have offices in London, Manchester and Birmingham as well as a number of home-based staff.

Our staff are dynamic and mission-driven, committed to helping teachers and school leaders give children from disadvantaged backgrounds the best possible start in life.

As a charity dedicated to professional development, we also want to keep getting better ourselves. We respect diverse backgrounds and expertise, and we support and challenge our staff to do high quality work.

## OUR OFFER

- > Agile working culture, so you can control how you work.
- > Staff affinity networks that help keep equality, diversity and inclusion at the heart of our work.
- > Enhanced maternity pay after a year's service.
- > Shared parental leave package.
- > Access to free, confidential 24/7 wellbeing and support line.
- > Professional development offer for all staff.
- > 25 days' annual leave + bank holidays.
- > Employer pension contribution of 11% (10% pension plus 1% national insurance rebate).
- > Interest free season ticket / bike loans.

# YOUR APPLICATION

## BIAS-FREE RECRUITMENT

We want to bring the best people into the organisation so we use a system that removes as much unconscious bias as possible from our recruitment. We don't assess your CV, but shortlist based on how well you answer a number of work sample questions related to the role.

## SAFEGUARDING

We take the welfare of children and vulnerable adults very seriously. We ask all staff to complete a number of pre-employment checks, including a criminal declaration form and a DBS check where needed.

## RIGHT TO WORK

As an employer, we are responsible for preventing illegal working in the UK. Employees must prove their right to work in the UK by verifying the relevant documentation of all current and incoming colleagues.

 [ambition.org.uk](https://ambition.org.uk)

 [info@ambition.org.uk](mailto:info@ambition.org.uk)

 020 3668 6865

 @Ambition\_Inst

## **Senior Associate, Staff Development and Communications**

### **Job description**

<b>Salary</b>	£24,000 per annum + £3,000 London weighting (if applicable)
<b>Location</b>	Birmingham, London, Manchester
<b>Working pattern</b>	Full-time, 37.5 hours per week
<b>Contract</b>	Permanent
<b>Reporting to</b>	Associate Director, Staff Development and Communications
<b>Direct reports</b>	n/a
<b>Main contacts</b>	Internal – HR Team, development leads and design leads External – Facilitators and content designers
<b>Role requirements</b>	Includes some limited evening and weekend work, for which time off in lieu will be given. Occasional travel across the regions required.

#### **Main objectives**

As Senior Associate, Staff Development and Communications you'll play a pivotal role in engaging and developing Ambition Institute's workforce of talented and passionate staff.

Your ultimate aim is to help us achieve our mission to help teachers and school leaders serving children from disadvantaged backgrounds to keep getting better.

Leading on the project management and delivery of our staff development offer, you'll ensure staff are equipped to do their best work. You will work closely with the HR and Marketing and Communications teams to build a culture of learning and development at Ambition and create a staff experience in which all employees are heard, valued, included and connected to the broader organisation, our mission, and strategy.

The successful candidate will be developed in how to design and deliver training and effective internal communications management. The close collaboration with the HR team will also provide detailed insight into this area of the organisation. As the team sits as a central service you will also become knowledgeable in the complex workings and challenges of a growing charity.

## **Main responsibilities**

- > **Lead the delivery of the core staff development offer** for Ambition Institute staff. This will include management of the scheduling, design leads, facilitators and enrolment and support for participating staff.
- > Support in the **exploration and research** for a wide range of new development opportunities for staff such as coaching, mentoring and reverse mentoring, work shadowing and stretch projects, which could feature in future staff development offers.
- > Support the HR team to **design and deliver an engaging and effective induction** to new employees, ensuring that they feel welcomed and equipped to perform in their role. Ensure that all new starters have a consistent experience upon joining the organisation.
- > Work closely with the Internal Communications Manager to ensure that **staff are engaged with staff development and clear on expectations** set by the organisation. Ensure that staff development is aligned to the organisational values and embedded in organisational culture.
- > Be the **first point of contact** for all enquiries about the staff development offer and the programmes within it. Create detailed overviews of the training we offer and work with the Internal Communications Manager to effectively advertise events.
- > Deliver a process which will **track, monitor and evaluate** the training and development delivered at Ambition Institute. Effectively report on this data and ensure it is available to inform practice and continuous improvement.
- > **Provide support** for Development Leads across the organisation working with them to ensure training is scheduled effectively and that they are equipped to be successful in their roles.
- > **Be an active member of the wider Communications and Culture function**, offering feedback on department working practices, supporting budget management and being an ambassador for our brand and organisational values.
- > You will work to **keep getting better** in your role seeking feedback and looking for ways to develop both knowledge and skills in order to provide the highest quality service to the organisation.

## **Key Skills and Experience**

### **Essential**

Our successful candidate will, of course, demonstrate their commitment to the mission to improve the education and outcomes of children from disadvantaged backgrounds. They will also be able to demonstrate the following qualifications, skills and experience:

- > Experience of project management or large-scale event management
- > Effective time management - emphasis on managing multiple remits of work
- > Relationship management – ability to work with a range of stakeholders both internal and external
- > High level communications skills – tact, diplomacy, discretion, clarity
- > Demonstrated experience in a previous role using own initiative and working with high levels of autonomy
- > A strong commitment to becoming knowledgeable in the science of learning and the tools process for designing professional development



- > A strong commitment to learning about the organisation, how it functions and the varied ways in which departments contribute to the mission
- > Ability to manage sensitive information in a confidential manner

**Desirable**

- > Ability to seek and clarify detail
- > Outstanding attention to detail and organisational skills

This post is subject to receipt of two satisfactory references and an existing Right to Work in the UK.

Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the company to undertake any duties within your skills and capabilities which the company reasonably considers necessary to meet business needs.