



**Ambition
Institute**



AMBITION INSTITUTE | JOB PACK:
Facilitation and Planning Manager

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

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 @Ambition_Inst

Facilitation and Planning Manager

Job description

| | |
|--------------------------|---|
| Salary | £28,000 per annum + £3,000 London weighting (if applicable) |
| Location | Birmingham, London, Manchester |
| Working pattern | Full-time, 37.5 hours per week |
| Contract | Fixed term – 10 months. If an internal appointment is made this will be a secondment. The successful candidate will be seconded to this role; after which they will return to their substantive role. |
| Reporting to | Associate Director, Faculty Planning and Assessment |
| Direct reports | Facilitation and Planning Senior Associate |
| Main contacts | Internal – Programme Leads, Learning Design, Facilitation Planning Manager, Events Associate Director, Central Operations Associate Director External – Facilitators |
| Role requirements | Includes some limited evening and weekend work, for which time off in lieu will be given. Occasional travel across the regions required. |

Main objectives

This role is responsible for establishing and maintaining a world-class pool of external facilitators and academic tutors, scheduling all events across the organisation, and managing staffing of internal and external facilitators and tutors against all programme delivery. They are responsible for meeting facilitation needs across Ambition's programme suite cost-effectively and at a consistently high quality. The post-holder will implement effective ways of working within the team and with other teams and departments in order to anticipate and meet demand for facilitators and tutors. They will also work with other Faculty Planning and Assessment managers to coordinate relationship management across the external faculty pool.

Key responsibilities

- > Implement systems and processes within the team, department, division and organisation to understand events required and to forecast facilitation and academic tutoring capacity against different people specs
- > Systematically capture and track internal faculty fit and availability against facilitator and academic tutor requirements, and identify gaps well in advance
- > Coordinate recruitment, selection, contracting, quality assurance and ongoing training processes for internal and external facilitators and tutors, working closely with the Impact Governance department to input into quality assurance and training plans and deploying appropriately qualified senior faculty members as interviewers and trainers.
- > Manage staffing of internal facilitators against events. Optimising fit with people specs and enable us to build strategic relationships with external faculty members
- > Lead excellent relationship management with facilitators and academic tutors to build loyalty to the organisation, working with other managers in the Faculty Planning and Assessment team to manage clear, accurate, engaging and joined up communications across the external faculty pool
- > Act as an escalation point for facilitator and academic tutor issues, establishing and embedding clear and realistic escalation protocols for what should be handled by the postholder and what should be handled by Programme Leaders
- > Ensure comprehensive event records are kept on shared systems accessible to other teams to aid planning and internal and external reporting, maintaining a robust and accurate database of facilitators and tutors on Salesforce including relevant qualifications and experience, QA feedback scores and availability
- > Line management and development of Senior Associate and Associates
- > The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

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:

- > Excellent organisation, programme and project management skills
- > Experience of building and maintaining relationships with external stakeholders
- > Ability to use initiative and work autonomously
- > High proficiency in excel, and confident using technology such as Salesforce
- > A team player able to lead teams working in a matrix team structure
- > Confidence in negotiating and contract processes

Desirable

- > Sufficient strategic understanding of design principles underpinning Ambition's programmes to oversee strong fit of internal and external faculty to need
- > An understanding of facilitator best practice including what skills and attributes are required for different programme delivery needs
- > An understanding of the principles of effective training and development
- > Experience of working and understanding systems and technology

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.