



# THINK EQUAL UK PROGRAMME OFFICER

## Job Description – September 2024

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**Job title:** Programme Officer

**Reports to:** UK Programme Manager

**Contract:** Full time (37.5 hours per week); 12-months, fixed term contract (possibility for extension, subject to funding)

**Location:** Remote, UK-based (with possibility of occasional travel within the UK)

**Salary:** £25,000

**Benefits:**

- 25 days annual leave plus bank holidays with additional office closure between Christmas and New Year
- Pension scheme
- Training and development opportunities

### Introduction

THINK EQUAL is a global education initiative with a mission to ensure that Social and Emotional Learning (SEL) becomes a mandatory subject for all children in early years settings globally. SEL is the process through which knowledge, attitudes, values and skills such as emotional intelligence, empathy, self-awareness, self-regulation, social awareness, relationship skills and responsible decision making are developed.

SEL helps young people to:

- build and maintain psychological resources;
- know themselves and their emotions and to engage in positive relationships;
- make good decisions, behave ethically and responsibly;
- learn self-regulation and avoid negative behaviours;
- undo gender stereotypes and be gender equal;
- have self-worth, confidence and the right to voice and agency; and
- transition into ambitious and empowered young adults.

To support educators and governments to achieve this mission, THINK EQUAL has developed a global SEL Programme for 3–6 years-olds. The Programme is constructed around narrative children's books, lesson plans and teaching resources which provide the concrete tools educators need to teach SEL in a low-cost and adaptable format.

The THINK EQUAL Programme has a global presence across six continents and has undergone three RCT trials in contexts as varied as Colombia, Botswana and Australia. There is a growing demand from other countries for the THINK EQUAL Programme and the organisation is now strengthening its team to be able to respond to this demand.



### **Purpose of the Role**

Working at the forefront of Think Equal's mission to bring the 'missing subject' to the hearts and minds of children in the UK, the role of the UK Programmes Officer would be to ensure the successful delivery of the Think Equal programme across early years classrooms in the UK and support the Business Development team regarding potential expansion of the programme into new areas. Working within the dynamic Global Programmes team alongside dedicated UK-focused colleagues, this role is highly motivating, and requires great organisation and communication skills as well as an enthusiastic, solution-focused attitude.

### **Responsibilities**

#### **Programme support**

- Support and coordinate the delivery of the Think Equal programme across UK projects. This includes:
  - Planning and delivering information sessions, launch events and other events engaging Think Equal practitioners in both online and in-person.
  - Enrolling new practitioners into the Think Equal training platform as they sign-up to the Think Equal programme.
  - Supporting in organising and the implementation of the Think Equal programmes in the UK.
  - Supporting and communicating with the TE classrooms teachers to ensure fidelity and high quality of implementation.
  - Building relationships with key stakeholders including nursery workers, primary teachers, primary heads, local authorities.
  - Effectively and efficiently updating, reporting, and analysing relevant data relating to projects.
  - Planning and leading Focus Groups with participating practitioners.
  - Arranging and attending occasional on-site visits to participating schools, reviewing fidelity to the Think Equal model, and programme impact.
  - Collecting and managing feedback from participating schools/settings with a view to contributing to Think Equal marketing, adhering to Data Sharing laws.

#### **Other duties**

- Liaising with the Business Development team regarding potential expansion of Think Equal in the UK.
- Supporting the UK Manager with the relationships with Local Authorities to further expand the Think Equal programme either within the area or beyond.
- Undertake research-based tasks relating to UK programme growth, funding opportunities or project development.
- Undertake any other reasonable initiative and or activity as required to support other members of the team.
- Participate in occasional in-person UK team meetings.



## **Person Specification**

### **Experience**

Essential:

- Experience of planning and/delivering workshops or presentations
- Experience working to deadlines, establishing priorities in a multi-layered workload
- Experience in administration and data management

Desirable:

- Experience in a business development or fundraising role
- Experience working in a small to medium sized charity
- Experience working in or with the UK education sector, ideally early years' classrooms
- Experience working for a Local Authority
- Experience of Project/Programme coordination

### **Qualifications and skills**

- Undergraduate degree or equivalent
- Proficient technology skills, including a strong ability to use Microsoft (including Excel, PowerPoint and Word), as well as Google suite
- Strong interpersonal and communication skills – able to interact with different audiences and all levels of people
- Excellent verbal and written communication skills
- Ability to establish and maintain constructive professional relationships and perform effectively as a member of a team
- Excellent time management skills with the ability to prioritise work and meet tight deadlines

### **Knowledge and understanding**

- An understanding of the UK education sector, including systems and frameworks in place to support staff and ensure effective learning outcomes
- Exhibit passion and excitement about the mission of the work and have a can-do attitude
- Works with independent flair, using strong initiative alongside honouring the core values of the organisation
- Working collaboratively within a growing organisation
- Understanding and practice of the values of inclusivity, equality and diversity



### **Other**

- Eligible to work in the UK
- Willingness to work flexibly to accommodate occasional duties outside of working hours (time can be reclaimed in lieu)
- In possession of, or able to secure, an enhanced DBS check
- Support the vision, values and objectives of the organisation
- Undertake training as necessary in line with the development of the post

Deadline to Apply – Sunday 13 October 2024 23:59 Click [HERE](#) to apply.