

## **JOB DESCRIPTION**

### **The English-Speaking Union**

<b>Job Title:</b> Director of Education <b>Reporting To:</b> Director-General
--

## **OVERVIEW**

- Responsible for the strategic direction of the ESU's educational programmes, as agreed by the ESU Board of Governors (2021), for all pupils, and especially in support of disadvantaged young people.
- To deliver a range of oracy programmes with a public speaking, debating, cultural and employability focus; enhancing communication skills for pupils and equipping teachers with strategies and resources to progress them.
- Identification and development of new educational resources and products that further enhance the overall objectives of the ESU, in the UK and internationally.
- To enhance the ESU's educational reach and impact through member and volunteer engagement
- To work closely with colleagues, to ensure that the ESU brand is promoted positively through various communication methods, and that financial targets are met through educational sales and sponsorship.

## **RESPONSIBILITIES**

- To work with the Director-General to develop a portfolio of projects and resources appropriate to the aims and objectives of the ESU within the agreed strategic plan and budget.
- To oversee the portfolio of educational programmes across the UK and internationally, and specifically developing the ESU's digital delivery.
- To develop mutually beneficial relationships with members, volunteers, and existing and potential partner organisations identified as having similar or compatible values as the ESU.
- To contribute to the preparation of annual budgets and forecasts, monitoring and challenging the Directorate's performance against targets.
- To oversee the marketing team in their work to promote the ESU's profile and programmes.
- Leadership and management of the staff team including: setting of performance and development objectives, day-to-day management of a team and conducting regular performance reviews.

## **SPECIFIC SKILLS AND EXPERIENCE**

### **Essential**

- Senior management experience
- Understanding of the education system, measuring performance, inspection and funding for schools.
- Well-read with an in-depth understanding of current trends and research findings, and a focus on educational policy and technological advancement in schools.
- Understanding of broader educational horizons and their impact on further study and employability.

- Experience of evaluation and monitoring of projects to assess impact, public benefit and social return on investment.
- Evidence of networking at all levels, developing successful partnerships with a range of sponsors, donors, government bodies, commercial and charitable organisations.
- Strong leadership and management skills, leading a diverse team, members and volunteers, contracted parties and suppliers through motivation, teamwork, supervision and accountability.
- High degree of commercial awareness and business acumen with experience of product development and sales.
- The ability to produce succinct, cogent and persuasive reports.
- Proven experience of managing a wide range of programmes and with conflicting priorities.
- Evidence of successful delivery of educational programmes in an international context.
- Computer literate, including proficiency in Microsoft office, social media and digital delivery.
- Experience in generating diverse income streams, including product, grant and sponsorship.

### **Desirable**

- Experience of working with young people from a range of social groups, particularly those from disadvantaged backgrounds.
- Experience of Educational Publishing.
- Experience of working in a membership organisation.
- Experience of working with volunteers.

### **Generic Qualities**

- To support and promote the charitable objectives of the ESU.
- To act as an ambassador for the ESU in all dealings with external bodies.

### **Hours of Work**

Normal working hours are thirty five hours per week, and such additional hours as are necessary to fulfil the requirements of this senior management role. It is expected that the post holder will manage their time, workload and resources to deliver the key requirements of the role.

### **Location**

The location of work is at the ESU headquarters at Dartmouth House, 37 Charles Street, London W1J 5ED, although there may be a need to work at other ESU locations from time to time as the job requires. Flexibility to work from home is by agreement with the Director-General. Some overseas travel may be required.

### **Salary**

In the region £75k, depending on experience.

### **Note**

This Job Description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the Job Description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within the ESU.

March 2022