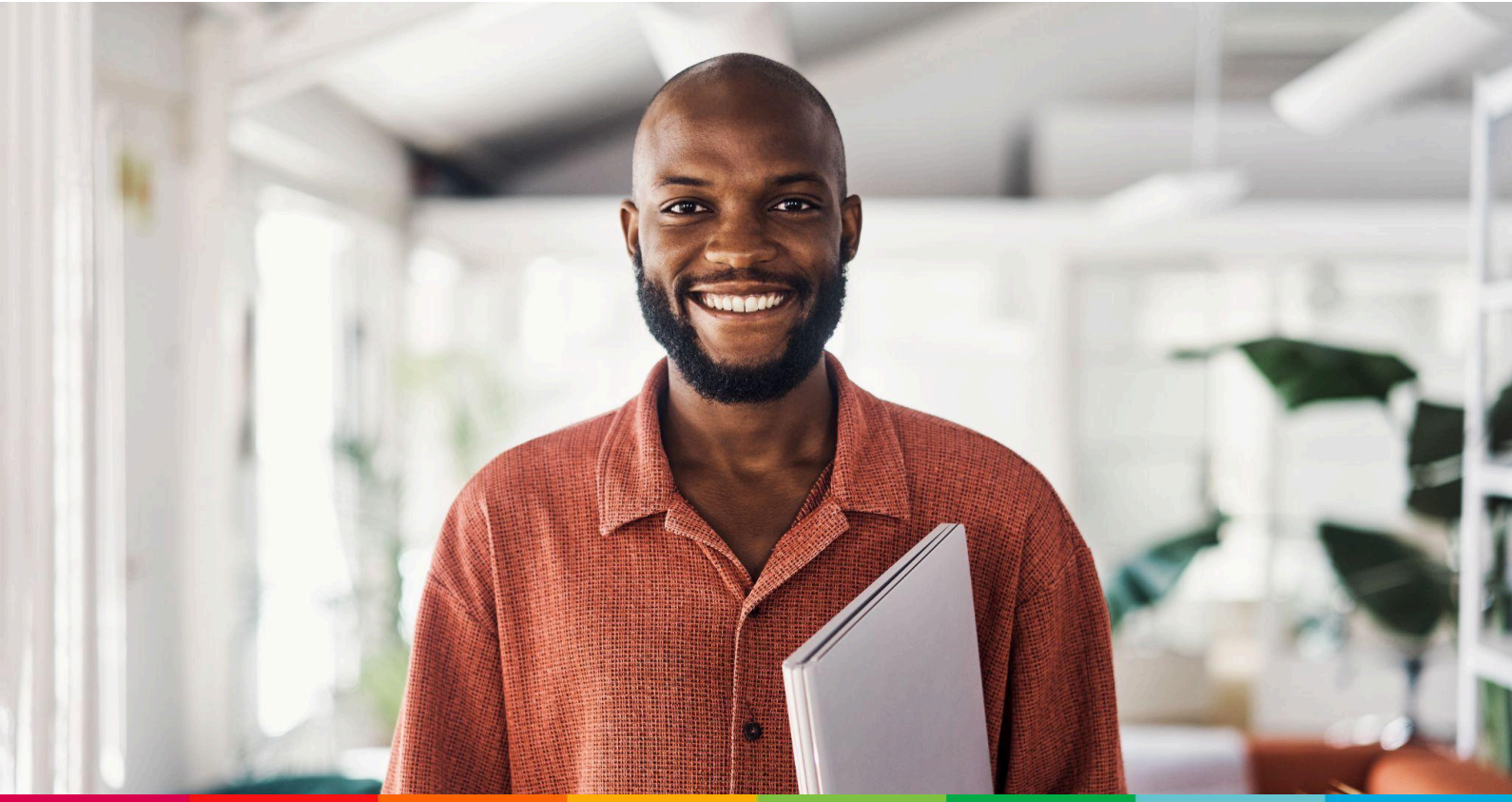




**Skills Builder**  
PARTNERSHIP



# **Education Associate**

BRIEFING PACK



## Introduction from Tom Ravenscroft, Founder & CEO

Hello!

I am really excited to be seeking the newest additions to our outstanding team and want to thank you for your interest in the Skills Builder Partnership.

We know that individuals who build their essential skills do better in their education, earn more in the workforce, are half as likely to be out of work or education, and have higher levels of wellbeing across their whole lives.

However, all too often individuals get into a skills trap: fewer opportunities to build essential skills as children mean they start secondary school at a disadvantage. As they enter the workplace, we see the divide widen: those who join graduate or apprenticeship schemes get lots of opportunities to boost essential skills. Those in 'lower-skilled' jobs do not – and so the gap is never bridged, and a lot of potential goes unrealised.

The Skills Builder Universal Framework is a breakthrough model for building these skills. It is now widely adopted in education – 87% of secondary schools and colleges in the country have some touchpoint with our work. The Framework is also the default skills impact measurement framework in the third sector, with hundreds of social impact organisations like National Literacy Trust and UK Youth embedding it in their programmes.

Employers are also rapidly adopting our approach. This work is critical to ensure that individuals have opportunities to boost their essential skills across their entire lives. In the last year, we worked with 120 employers as diverse as Lloyds Banking Group, Heathrow, Allen & Overy, and Boots to support them to use the Skills Builder approach for fairer and more transparent hiring, effective outreach, and transformative staff development.

In the last year, we delivered more than 2.6 million high quality programmes for individuals to boost their essential skills further across our Partnership.

The Education Associate role is a core role for our organisation – it is the main route that individuals join our team, building off their teaching expertise, and scaling their personal impact through partnering with schools and colleges.

In the longer term, Education Associates grow into leadership roles – sometimes maintaining a focus on education, and sometimes also leading work with employer or impact organisations, or with partners in some of the twenty countries using Skills Builder.

Thanks for your interest in this role, and we look forward to meeting you



**Are you an outstanding teacher, who wants to achieve systemic change by transforming how the world builds essential skills?**



## **What it's like working at Skills Builder Partnership**

Joining Skills Builder is not like working anywhere else. Our team consistently say they have never worked anywhere as collaborative, supportive or mission oriented. We combine the fun and dynamism of a start-up, the professional development opportunities of a corporate, the innovation of a digital native and the social impact focus of a charity.

We are serious about delivering social mobility through our vision that one day everyone builds the essential skills to succeed. That means we are ambitious and set high standards for ourselves. We are reflective, inclusive and supportive.

In practice this means that everyone makes time for others in the team, we get stuck in to solve problems together, we have regular employee surveys where leadership talk through every single suggestion and the whole team is involved in developing our strategy.

## **Quotes from our anonymous Team Survey:**

**I'm proud to work for Skills Builder, the impact we have and am privileged to be able to work with such brilliant colleagues.**

**I'm excited about the new 3-year strategy and the opportunities this will bring to the organisation and to personal development**

**I've said it before, I'll say it again: the support I've been getting in line management is simply amazing! Whether it's about development goals or workload management, I feel truly listened to and I'm benefitting hugely from being coached and/or mentored where relevant.**

## Education Associates' career paths at Skills Builder



### Tom

I joined the Skills Builder team in 2016 after 8 years of teaching in the UK and overseas. I led on ensuring our work was inclusive and accessible, initially within education settings, and now within the third sector through my role as Impact Organisation Manager. I love working with a range of fantastic, impact-led organisations to achieve true social impact and to empower everyone to see the skills and strengths they have.



### Sophie

I joined Skills Builder in 2021 after having been a Deputy Head of a primary school in Staffordshire. I manage strategic relationships with 30 schools and colleges based in the UK. All of these schools will achieve a Skills Builder Award by the end of the academic year, in recognition of excellence in skills education. I also manage school programmes in Africa, and lead on our Multi-Academy Trust programmes. I love working within the education sector and I have the opportunity to use the skills that I developed as a teacher every day.



### Evelyn

I lead the Education team at Skills Builder after starting out as an Education Associate in 2016. Before that, I taught science in the North East of England. I have loved being able to build expertise in the broader education sector, as well as growing as a leader within the organisation.



### Emma

I started out as an Education Associate at Skills Builder in 2017. Now I lead our Employer Programmes team – something that didn't even exist when I joined. It was amazing to be able to build on the skills I acquired as a humanities teacher in a supportive environment and then translate them into a new domain.

## About the role

In this role, you will be at the forefront of delivering tangible change. You will work with our partners strategically to embed the Skills Builder framework and approach into their organisations, enabling individuals to build the skills that unlock social mobility and life outcomes.

Our Education Associates all have a track record of high-quality teaching practice in the UK in any subject specialism or phase/setting. Being able to effectively build relationships is also really valuable, including the ability to influence senior leaders and decision makers.

The role presents a unique opportunity for those with a teaching background to build a career in delivering systemic social impact.

We have big ambitions and your scope to grow, learn and achieve matches that. If you want to benefit from working with an inspiring team, with huge potential for learning, growth and development, we want to hear from you.





## Key responsibilities

### (1) Relationship Management

- Building and maintaining excellent, close relationships with senior leaders across your cohort of schools, colleges and other organisations
- Empowering senior leaders to set ambitious goals for embedding the Skills Builder approach across their setting e.g. the 6 Skills Builder Principles in schools and colleges
- Ensuring maximum and sustained impact by re-enrolling partners year-on-year, and by engaging them with broader programme elements
- Inspiring and supporting teachers/facilitators to reflect on their practice and teach essential skills
- Seeking out and building relationships with potential partners who are interested in our work

### (2) Programme Delivery

- Managing a portfolio of schools, colleges and other organisations to complete their programme
- Planning and delivering training for teachers/facilitators and senior leaders, virtual and in-person
- Leading action planning meetings with senior leaders based in schools, colleges and other organisations
- Providing expert guidance and recommendations for how to maximise impact
- Facilitating workshops where learners of all ages can reflect on and build their essential skills

### (3) Resource Development

- Planning and refining training materials delivered to external stakeholders
- Creating curriculum content for our platforms and programmes
- Supporting partner organisations, schools and colleges to embed the Skills Builder Framework into their own curriculum content

## Technical Skills and Experience

- A qualified teacher, you will be someone who loves learning and working with people, with a passion for innovative education practice, and always trying to improve your own teaching.
- You may have worked in a primary, secondary or special school or in a college.

## Essential Skills



### Listening

Understanding what partners are trying to achieve is vital for this role. You will listen critically and look beyond the way speakers speak or act to objectively evaluate different perspectives.



### Speaking

Education Associates are responsible for leveraging change. You will speak adaptively by changing your content depending on the response of listeners. You will speak influentially by changing the structure of your points, the examples and facts you use, as well as by articulating a compelling vision that persuades listeners.



### Problem Solving

We need people who are confident at problem-solving, often on the spot and with senior leaders, to ensure that we can provide consultancy-style support and deliver innovation projects. You will create solutions for complex problems by considering success criteria and evaluating the effects of a range of options, as well as analysing complex problems by using logical reasoning.



### Creativity

Creating curriculum and resources and, as you progress, leading strategic projects will require creativity. You will develop ideas by considering different perspectives and innovate effectively by seeking out varied experiences and stimuli. You will support others to innovate by evaluating the right creative tools for different situations.



### Adapting

Engaging, managing and delivering a substantial number of programmes will inevitably lead to set backs which must be overcome with relentless enthusiasm and composure under pressure. You will look for opportunities in difficult situations, and create new plans to use these opportunities. You will support others to stay positive, by helping others to see opportunities and creating plans to achieve them.



### Planning

This role requires the management of a full and varied workload, and you need to be someone who gets stuff done – on time, and to exacting standards. You will need to make plans, set deadlines and monitor progress towards measurable targets, using regular milestones to keep on track.



### Teamwork

This role requires strong collaboration to achieve our strategic objectives. You will influence the team by reflecting on progress and suggesting improvements.

## Benefits

**Salary:** £32,000 - £35,000

**Start Date:** As soon as possible

**Working hours:** Flexible (from 0.7 to 1.0 FTE)

**Travel:** we travel occasionally for in-person delivery. If based remotely, you also have a “flexi” day each year, so you can expense travel to meet with others in your team.

**Team days:** we get together in person in London 6 times a year for strategy, fun and food

**Holidays:** 25 days per year, plus bank holidays. This increases by one day each year up to 30 days and you can buy back up to 5 days to a total of 30.

**Location:** UK fully remote or London (hybrid working with 1+ days in the office per week)

## Application Process

Applications should be made via our [online form](#) - on completion of the online application please also send your CV by email to [jobs+ea825@skillsbuilder.org](mailto:jobs+ea825@skillsbuilder.org). The application deadline is **09.00 on 8<sup>th</sup> August**, with virtual interviews on weeks commencing 11<sup>th</sup> or 18<sup>th</sup> August.

Applicants are encouraged to explore our work at [www.skillsbuilder.org](http://www.skillsbuilder.org) before applying.



**Skills Builder Partnership is a Top 100 Employer. We champion equal opportunities, and actively encourage applications from all qualified individuals no matter their background.**

Our recruitment process is designed to give you a sense of what this role as part of the Skills Builder team would be like. Our process is transparent and inclusive, following best practice. For example, we blind-score applications and use the [Skills Builder Universal Framework](#) when assessing candidates' essential skills.

