

**EduSpots UK – School Partnerships & Fundraising (Events) Manager**

**Job Description**

Location: Home-based – Ideally within reasonable travel distance of Sevenoaks, Kent

Reporting to: The Chair of Trustees

Remuneration: £10 / hr - self-employed basis

Hours: 8-16 hours per week  
 **About Us**

EduSpots (a Ghana and UK registered charity) creates, connects and empowers a network of over 300 teachers, community members and pupils in Ghana and the UK who believe in the power of education as a tool for change.

We have supported 40 communities in creating community-led education ‘Spots’, many powered by solar, whilst nurturing deeper reflection on sustainable development and leading programmes in practical STEM and literacy development, alongside our highly successful global development focused online courses. We won the Tes International Award in 2018 for the best UK international education project. Do visit [www.eduspots.org](http://www.eduspots.org) for further information.

**About this role**

We are looking for a highly energetic and dynamic self-starter to take on the school partnerships role from our current Head of School Partnerships. You will take on the management of our existing school partners, as well as building new relationships with key schools across the UK, and will be responsible for managing the delivery of our highly successful online courses. You will also grow and develop an engaging programme of events-based fundraising activities with both schools and our wider network of supporters.

This role is an exciting opportunity for a recent graduate, or for someone with a teaching/schools /fundraising /development background, looking to grow their skills and experience in a grass-roots global education charity.

**Main Duties and Responsibilities**

School Partnerships

* Act as the key point of contact for all UK School Partnerships work.
* Develop and maintain active two-way partnerships with our secondary school partners across the UK and Ghana.
* Line manage our School Partnerships Officer, Student Ambassador Coordinator & Primary Partnerships Coordinator (all volunteer roles) and work closely with our Ghanaian team in the delivery of partnership projects.
* Work with the Chair on the overall school partnerships strategy.

Online Courses

* Oversee the promotion and delivery of our online courses, including:
  + Effective marketing to our existing network of schools, and promotion to wider schools in both the state and private sectors in the UK.
  + Working with our Ghana team to promote the courses to international school partners.
  + Responsibility for the operational management of the course facilitators both in the UK & Ghana.
  + Effective monitoring of course blog comments, production of weekly summaries of student responses, monitoring & evaluation of courses, course certification & allocation of awards, and ensuring compliance with our child protection policies & procedures.
* Support the Chair as required with the development & review of course content and resources.
* Work with the Bookkeeping & Admin Support Officer to ensure timely and accurate invoicing to schools.

Fundraising

* In conjunction with the Chair, develop and deliver a programme of wider fundraising activities and events throughout the year, including:
  + Online challenges
  + Annual dinner - in person or an online event
  + Annual book drive collection & World Book Day fundraising activities
  + School fundraising competitions and events

Social Media

* Lead on the social media communication of all school partnerships & online courses, including posting regular updates on Twitter, Facebook, LinkedIn, and Instagram, as well as producing website articles and updating the school partnerships & online courses webpages.

Other

* Carry out all other duties as reasonably required under the job role, supporting the wider work of the team.

**Skills, Experience & Attributes**

Essential

* Excellent verbal and written communication skills
* Confident building relationships with a range of stakeholders
* A strong understanding of the UK education sector
* Demonstration of project management understanding, ideally with some project management experience
* Highly organised
* Outstanding attention to detail
* Ability to work under own initiative and under pressure at times
* Excellent IT skills
* Flexible approach with a ‘can-do’ attitude

Desirable

* Understanding of, or experience of working in, an international development setting
* Experience of working in a school or education setting
* Experience of planning and delivering events / fundraising activities
* Experience of writing social media posts /web content in a professional capacity

*This job description will be reviewed annually and may be subject to amendment or modification at any time in consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role.*

*EduSpots is committed to the safeguarding of children. Appointment* *will be subject to child protection screening appropriate to the post.*