

## NACE Regional Associates – England

**Do you want to be part of a national education charity that supports teachers and has a positive impact on the life chances of thousands of young people?**

### **The organisation:**

NACE (the National Association for Able Children in Education) is looking for individuals to join its team to do just that. Working across agreed regions in England and reporting to the CEO, this is an exciting opportunity to join an established and influential membership charity and to help shape the more able agenda.

### **The job and person:**

The role is primarily to network and represent the organisation and to develop new programmes and partnerships. The aim is to raise awareness of NACE, encourage membership and increase the take-up of services. The ideal candidates will have strong knowledge of the more able agenda and a track record of delivering high-quality educational activities. They will be strong project managers and experienced in collaborative working with schools and other educational institutions. This role is home/school-based with travel across the agreed region and termly visits to NACE's head office in Oxfordshire.

The ideal candidates already have relevant networks and links in the region they will be working in. The following is a guide to suggested areas; however, this is not exhaustive and NACE would be pleased to discuss additional regions.

- Berkshire and Oxfordshire
- London
- West Yorkshire
- Hampshire
- West Midlands
- Kent

### **To apply:**

If you are interested in this role, please visit the NACE website for further information and to download an application form: [www.nace.co.uk/vacancies](http://www.nace.co.uk/vacancies)

Send a covering letter (including your available start date), completed application form and equal opportunity monitoring form to Sue Riley: [sueriley@nace.co.uk](mailto:sueriley@nace.co.uk)

For an informal discussion about the role, please email NACE CEO Sue Riley: [sueriley@nace.co.uk](mailto:sueriley@nace.co.uk)

No agencies.

## Job description

### NACE Regional Associates – England

**Salary:** £200/day (plus travel expenses)

**Term:** Initial six-month self-employed/school-based role; potential for longer contract. Average two-three days per month (by agreement, term-time only).

**Location:** Home/school-based, with regular travel to regional sites and NACE head office.

**Start date:** June 2019 or September 2019

#### Purpose of the role and main responsibilities:

- Network on behalf of NACE, represent and promote the organisation to increase awareness, membership and engagement in NACE programmes
- Link with MATs, TSAs, universities and other educational clusters
- Undertake desk research to keep NACE abreast of and involved in relevant regional educational discussions, including regional commissioning, working parties and bids
- Support the development of regional bespoke CPD programmes and consultancy services

This will be achieved by working closely with colleagues including NACE's CEO, Education Adviser, Challenge Award Adviser, and field-based assessors and associates, as well as NACE's current external research partners.

#### Networking

- Network on behalf of NACE, and as appropriate represent the organisation
- Attend conferences and other events to gather intelligence on more able developments that will impact on NACE programmes

#### Research

- Undertake desk research and keep NACE abreast of relevant regional educational developments

#### Other

- Undertake relevant training and development, as requested
- Represent the charity, as appropriate, at key external meetings
- Participate in NACE member events and membership drives
- Any other duties as deemed commensurate with the post and requirements of the business

**Person specification**  
**NACE Associate – England**

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Honours degree or equivalent in a relevant discipline</li> <li>● Qualified Teacher Status or an alternative relevant teaching qualification</li> </ul>	
<b>Previous experience</b>	<ul style="list-style-type: none"> <li>● Partnership and collaborative working and relationship management, including outstanding interpersonal and people management skills</li> <li>● Writing and delivery of training, professional development and presentations for education professionals</li> <li>● Writing and producing educational material and resources for a range of audiences</li> <li>● Preparing and creating clear, well-reasoned, concise reports and correspondence</li> </ul>	
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>● In-depth understanding and appreciation of the more able policy landscape, ability to innovate, future-plan and respond proactively and creatively</li> <li>● Excellent written and verbal communication skills (oral and written to a wide range of audiences) and strong organisation skills</li> <li>● Ability to establish personal and professional credibility with senior school-based managers, practitioners, key stakeholders, academic and teaching staff</li> <li>● Good interpersonal skills with the ability and willingness to work both individually and as part of a team</li> <li>● Ability to manage demanding situations, prioritising and planning workloads effectively, managing several projects simultaneously</li> <li>● Skilled in the development and delivery of CPD for teachers: clear evidence of phase appropriate approaches</li> <li>● Excellent IT skills, with good knowledge of Microsoft packages, databases and the internet</li> <li>● Work unsupervised using own initiative</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working for a membership organisation</li> <li>● Knowledge of the voluntary and community sector supporting education</li> <li>● Experience across primary and secondary phases</li> </ul>
<b>Personal attributes and circumstances</b>	<ul style="list-style-type: none"> <li>● Attention to detail</li> <li>● Confident and forward thinking</li> <li>● Work effectively under pressure and self-motivated</li> <li>● Commitment to working for a charity</li> <li>● Willingness to travel independently, both regionally and nationally as required</li> </ul>	

**NACE is an equal opportunities employer and welcomes applications from all sectors of the community.**