

Job Description

January 2023

JOB TITLE	Schools Engagement Officer in Scotland
LOCATION	Remote Working
COMMITMENTS	22.5 hours per week flexible. Term Time. 25 days annual leave pro rata, plus bank holidays.
RESPONSIBLE TO	Head of Community Outreach England, Scotland, and Wales
COORDINATING WITH	Community Fundraiser in Scotland Motherwell Office Staff UK National Office Staff

MAIN PURPOSE

Providing support to the Community Fundraiser in Scotland, this key part-time role works in support of objectives set out in ACN UK's overall Strategic Plan and will engage with both primary and secondary schools in the Catholic Dioceses of Galloway, Paisley, Glasgow and Motherwell.

RESPONSIBLE FOR

Key areas of responsibility include but are not limited to:

- Develop and maintain relationships with primary and secondary schools, youth settings, colleges and universities
- Work closely with schools to support them in delivering ACN programmes in their settings
- Design and deliver a strategy that reaches a high volume of schools using methods that are effective in influencing continued engagement
- Identify strategies to distribute the membership programme
- Be the first point of contact for schools, answer any questions about what ACN offers and the membership scheme, address any issues and ensure that schools are fully engaged
- Work closely with the Scottish office and the Community Fundraiser to deliver objectives
- Contribute to the development of the ACN Schools Programme through feedback and innovation
- Lead on delivering assemblies through dynamic and engaging presentations.
- Regularly engage schools and youth groups through calls, emails and newsletters.
- To educate stakeholders on the benefits of implementing a membership group in an engaging and persuasive way
- Once trained, deliver assemblies, online and in-person to prospective schools
- Understand how we can improve our practice by speaking with teachers and students
- Monitor and analyse the use of the resources
- Attend educational conferences as required

Safeguarding

- Maintain up to date knowledge and skills in safeguarding
- Accurately record personal data and maintain integrity of those records
- Follow safe and effective processes and procedures

Additional duties

- Any other duties commensurate with the role

PERSON SPECIFICATION

Technical Competencies

- Excellent verbal and written communication skills.
- An eye for detail.
- IT literate: Microsoft Office suite including Excel, Word and PowerPoint essential (including mail merging using Excel and Word).
- Friendly and professional telephone manner.

Personal / Interpersonal Competencies

- Strong organisational skills – able to prioritise and willing to “own” distinct areas of work.
- Creative and practical.
- A self-starter, able to work both independently and as part of a team.
- Tenacity, persistence and flexibility.
- Willing to learn and ability to work well under pressure.
- Experience of working in a school environment

Strategic Competencies

- Motivated by the cause supported by Aid to the Church in Need, with a good understanding of the Catholic Church.
- Ideally experience of or an interest in the charity sector.
- Experience of organising events ideal but not essential.
- An advantage but not essential to have access to school contacts and school network