



## **The Daniel Spargo-Mabbs Foundation Head of Education and Engagement**

### **Job Description and Person Specification**

#### **CONDITIONS OF SERVICE**

Job Title:	Head of Education and Engagement
Hours:	0.8FTE (30 hours per week)
Annual salary:	£ 40,000

Appointment will be subject to satisfactory Disclosure and Barring Service (DBS) check and references.

#### **JOB DESCRIPTION**

##### **Role overview:**

This role involves working with the Director and Board of Trustees to provide strategic leadership to the DSMF team on all aspects of education and engagement and business development with a long-term income growth strategy, and alongside the Head of Operations, to ensure that DSMF is a well-managed and successful charity with a clear strategic vision.

##### **Education – quality, curriculum, evaluation:**

- Maintaining a strategic overview of the sector, identifying emerging trends and relevant data, and researching developments in substance use, drug education and related policy, to ensure the work of the Foundation is aligned to current best practice in education and prevention
- Overall strategic responsibility for quality monitoring, evaluation and improvement of programme content and delivery, including ensuring initial and ongoing training for drug education staff enables them to achieve high standards of delivery
- Overall responsibility for curriculum development of drug and alcohol education programme and resources and Theatre in Education productions and workshops, ensuring they are current and aligned with best evidence-based practice
- Developing new areas of work, projects and programmes
- Delivering talks, assemblies and workshops to young people and to parents and carers, and training to teachers and to professionals working with young people

##### **Business development and income generation:**

- Identifying new business development and income generation opportunities, to develop, along with the Director and Head of Operations, a long term sustainable financial model for the Foundation.
- Developing income generating work strands, overseeing their implementation and monitoring their performance and achievement of income targets.
- Identifying potential partners, building and strengthening relationships, and producing and delivering presentations and materials to generate business growth.\*
- Overall responsibility for delivery of externally funded projects, monitoring progress and achievement against targets and budgets, and reporting to funders as required.

##### **Communications and engagement:**

- Developing partnerships, locally and nationally, with national agencies, organisations and charities

- Attending meetings, consultations and networking opportunities at national and local levels including within governments and policy-making bodies, to develop profile, scope, reach and influence of the Foundation.
- Strategic responsibility for ensuring that the Foundation has an effective digital offer, and that digital is integrated into all areas of our work.
- Developing, implementing and monitoring the Foundation's communications strategy, ensuring we have a strong brand and profile, including responsibility for internal and external communications, and website and social media content
- Leading on engaging with and responding to national and local media on relevant issues
- Delivering presentations to professionals in related sectors, including education, health, social services, police and crime
- Building contacts and relationships with educational settings, professionals and organisations at a strategic level

### **General**

- Integrate equalities issues fully into all aspects of the work and where appropriate involve service users in the work of the Foundation.
- Be self-servicing in terms of all administration including document generation (Word, PowerPoint, Excel), accessing shared files, using online systems and communication tools etc..
- Undertake any other tasks as required by the Foundation which are commensurate with the level of the post.

## **PERSON SPECIFICATION**

### **Essential:**

### **Experience**

- Experience of strategy development and delivery, either in the private, statutory or voluntary sector \*
- Experience of business and work stream development and income generation\*
- Experience of building partnerships at both national and local level\*
- Experience of communicating with national and local media in its various forms, and producing effective communication internally and externally\*
- Extensive experience of delivering drug education in schools, colleges and community organization, and drug education training to professionals\*
- Experience of working independently as well as collaboratively, and of delegating, monitoring and managing delegated workloads.
- Experience of recruiting, training and managing staff and volunteers, including performance management
- Experience of working within a diverse community and ability to integrate equalities into all aspects of the work

### **Knowledge**

- Knowledge of the drug education sector as it relates to young people\*
- Knowledge of evidence-based practice in drug education with an understanding of the role of prevention in reducing drug-related harm\*
- Knowledge of substance misuse and particularly its physiological, psychological and social impact

- An understanding of safeguarding issues
- Understanding of business development and bringing a commercial focus into a not-for-profit organisation.
- Sound understanding of the role of digital in organisations, and experience of putting this into practice.
- Strategic understanding of social media and its potential

### **Skills**

- Ability to communicate clearly and effectively, both verbally and in writing with a diverse range of stakeholders\*
- Confidence and competence in use of technology, online communication tools and shared systems
- Ability to build positive working relationships and motivate and inspire all internal and external stakeholders
- Ability to manage an extensive and diverse workload
- Ability to make sound judgements under pressure and to take responsibility for the actions of the organisation
- Flexibility in undertaking all aspects of the work programme, including balancing strategic, operational and routine matters
- Commercial skills for income generation with the ability to exercise judgement for managing risk

### **Other**

- Demonstrable commitment to the vision & aims of the Foundation\*
- Motivation to enjoy the challenge of growing and shaping a small charity
- Ability to attend meetings with schools and agencies in Croydon/London several times a week
- Ability to travel to other locations nationally, including overnight stays

**\*Criteria used for short listing for interview**