

Education Project Manager

Role Description

Role Title	Education Project Manager
Location	Based at the MyBnk offices, London WC1H
Salary	£33,000 plus benefits package and training budget
Commitment	One year contract
Closing Date	tbc

Background

MyBnk are an award-winning UK education charity working to bring money and enterprise to life for young people.

Managing money well opens up new opportunities. For a young person leaving care, knowing how to budget for a weekly shop can help them live independently for the first time in their lives. For an aspiring young entrepreneur it might mean at last having the skills to get their business off the ground.

Whatever their background, whatever their ambition MyBnk helps put young people in control of their money and their dreams within reach. We call it investing in their future!

Duties and responsibilities

We are looking for an engaging, experienced and organised educator to bring MyBnk education programmes to deaf and blind young people in London. The role will involve co-designing and developing six new finance and enterprise education programmes and project managing a partnership with the Royal Association for Deaf people (RAD) and the Royal Society of Blind Children (RSBC) who will be delivering the programmes.

You will be responsible for:

- Becoming totally familiar with MyBnk's existing suite of financial education programmes. From this position, developing and designing adaptations of MyBnk's financial and enterprise education programmes for people with sensory impairments.
- Working closely with the experts of our partner organisations RAD and RSBC in the development of the programmes.
- Working with our Quality and Training team to train the teaching staff of RAD and RSBC in preparation of them delivering the programmes.
- As MyBnk is the lead party in this partnership with the support of MyBnk's operations team you will manage the project, co-ordinate the work with our partners and make sure internally and externally that the project is on track. You will day-to-day manage the project budget to ensure delivery within approved parameters and completion within the timescales as agreed with the funder and delivery partners.
- With the support of MyBnk's Income team, writing and presenting progress reports, proposals and presentations for the funders.

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- Becoming a part of the wider MyBnk team, actively participating in trainer forums, Education and Full team meetings and events, and sharing good practice.

Person Specification

We are looking for an energetic and organised individual with a genuine interest in social change, education and the empowerment of young people.

You must:

- Be educated to degree level, be a qualified teacher, or have an equivalent level of professional experience.
- Have a minimum of two years' experience designing and delivering participatory, engaging and effective education programmes to young people.
- Have experience in working with a wide variety of young people aged 14 – 25.
- Have the demonstrated ability to prioritise, multi-task and work to deadlines, both independently and as part of a team.
- Have excellent interpersonal skills and demonstrable experience in creating, maintaining and enhancing effective working relationships with different individuals, from strategic policy makers to frontline support workers.
- Be passionate about our aims and objectives and committed to working within a small and growing team that goes the extra mile.
- Have the right to live and work in the UK.
- Have a fluent command of English.

Ideally you will have:

- Experience of working with people with sensory impairment (hearing or visual) but certainly have experience with teaching and curriculum creation for Special Needs Education
- A background or knowledge of maths, finance, economics and/or entrepreneurship.
- Be familiar with CRM databases (MyBnk uses Salesforce), and possess strong IT skills.
- Have experience in managing projects of significant size.

About MyBnk

The charity MyBnk is the UK's leading designer and deliverer of financial and enterprise education programmes for young people.

Our experts bring a range of workshops covering topics such as budgeting, tax, debt intervention, university finance and social enterprise to 11-25 year olds in schools and youth organisations.

We have helped over 160,000 young people manage their money and start their own business with 760 partner organisations. MyBnk also designs projects and training programmes for other organisations. We are recent winners of The Guardian Charity Award, Children & Young People

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Now Leaving Care Award and the Centre for Social Justice's Poverty Prevention Award. Our projects are proven and evaluated by the national Money Advice Service.

Employer Benefits

MyBnk have a number of benefits for our employees including:

- 25 days per year annual leave, pro rata full time equivalent (plus bank holidays)
- Matched contribution pension scheme (we match up to 4% of your salary)
- Income protection insurance
- Death in service insurance
- Childcare voucher scheme
- Cycle to work scheme
- Annual training allowance
- Enhanced maternity, paternity and adoption leave and pay
- Flexible working policy
- Season ticket loans

MyBnk Values in Tweets

#YouthAtTheHeart of @MyBnk, why do we do it? – It's all about the young people #obvs.

#Impact @MyBnk, always delivering the best possible outcomes for young people #quality.

#LaughAsYouLearn @MyBnk bringing money & enterprise to life for young people, staying fresh, focused and fun.

#Driven @MyBnk, being relentless in the pursuit of our mission #pacesetting.

#StraightUp @MyBnk, telling it how it really is – helping young people make informed decisions.

Application Process

Please send a CV and a covering letter to jobs@mybnk.org. Please include details of any restrictions on your availability for interview.

Please direct any questions about this role to Sharan Jaswal on 020 3581 9920 or email sharan@mybnk.org