



Job Title: Project Manager, Maternity Cover
Organisation: Anne Frank Trust UK
Salary: £25,000 pro rata plus reasonable expenses
Contract: Maternity Contract/3 days per week
Location: Home based – please see note below
Closing Date: 11th May at 10am
Interview Date: Tuesday 23 May in Glasgow
Application Method: CV and Supporting Statement

Apply: Go to www.nfpconsulting.co.uk
Enquiries: 0207 096 9639
recruitment@nfpconsulting.co.uk

Job Description

Interim Scotland Project Manager (Maternity Cover)

- A. ROLE TITLE**
Interim Scotland Project Manager
- B. HOURS**
Part time - 3 days per week
- C. REMUNERATION**
£25,000 pro rata plus reasonable expenses
- D. CONTRACT**
We would like someone to start in time for the new school year in mid-August, with possible handover days prior to this (paid). Please note the position is a maternity leave cover post with a minimum duration of 12 months.
- E. BASED**
Home based - the ideal candidate will be home based in the Central Belt within easy travelling distance of Glasgow and Edinburgh. However, the candidate will be required to travel and work across wider parts of Scotland with occasional UK national travel.
- F. THE ANNE FRANK TRUST UK**
Anne Frank is one of the most well-known victims of the Holocaust. The diary she wrote while in hiding has been read by tens of millions of people around the world and carries a strong moral message and warning from history.

As the UK partner organisation of the Anne Frank House in Amsterdam, the Anne Frank Trust UK is an education charity that empowers young people with the knowledge, skills and confidence to challenge all forms of prejudice and discrimination.

We run peer education programmes with a proven impact with young people across the UK in schools and community settings. Travelling exhibitions often form the focal part of these programmes and these are enhanced by a range of workshops exploring themes such as issues of prejudice, identity and stereotyping today.

G. PURPOSE OF THE ROLE

You will project manage our work in Scotland, including line managing the Scotland Project Officer, while also delivering some of the education work yourself. The work is primarily in and with secondary schools delivering education programmes which include workshops and training as part of the Anne Frank Schools Programme with other work in primary schools, offender institutions, colleges and community settings. Many of the activities will be based around the travelling exhibition *Anne Frank: A History for Today*.

H. TASK AND RESPONSIBILITIES

The role of the Scotland Project Manager will include:

1. Managing projects as directed by the Head of Education Development and other members of the Senior Management Team with support from the Scotland Project Officer
2. Line and task management of the Scotland Project Officer
3. Working to time and achieving targets
4. Creating and maintaining relationships with schools, councils and other partners
5. Planning and organising future work to fit with our funding responsibilities and capacity
6. Budgetary responsibilities
7. Delivering training to young people to act as peer educators and delivering a range of educational workshops on related issues to young people in both formal and informal educational settings
8. Arranging and delivering Anne Frank Ambassador training and other events
9. Working with the team to enhance and develop education resource materials
10. Transporting, building and deconstructing the exhibition (light manual work)
11. Assessing and evaluating all work as directed, including reporting on projects
12. Ensuring the safety of young people under your supervision
13. Undertaking training as appropriate

I. CORE COMPETENCES, QUALIFICATIONS AND EXPERIENCE

- Considerable experience of working with young people in an educational or youth work setting, preferably with relevant qualifications
- Experience of managing and delivering projects on time and within budget
- Understands and is passionate about the aims of the Trust
- A good standard of written and spoken English
- Good communication skills
- Organised, resilient and calm under pressure
- Ability to work as part of a small team and from home
- Flexibility of approach and manner to suit different environments and purposes
- Supportive, reliable, punctual and professional presentation
- Driving licence, access to own transport and a willingness to travel around Scotland is essential

Please note:

- Applications must include a current CV and a supporting statement, which combined, should demonstrate how you meet each of the core competencies of the post and convey your suitability for the post
- Deadline for applications is 10 am on the 11th May 2017
- If shortlisted, interviews will take place on Tuesday 23 May in Glasgow
- Successful applicants will be required to undergo training and an enhanced Disclosure and Barring Service (DBS) check.

The Anne Frank Trust UK is an equal opportunities employer