

## Education Project Manager Job Description

**Start date:** May 2018

**Location:** London based

**Employment Type:** Full time

**Salary:** £30-40K based on experience

### Background

The Breteau Foundation (BF) aims to enable disadvantaged children to reach their full potential through the delivery of digital educational tools. The Education Project Manager is an all-rounder with sound educational knowledge (possibly teaching background), good general education policy knowledge and experience and skills in project management. You will work closely with the General Manager (at our London office) while supporting Country Managers and teams, internationally where our work in developing countries, is delivered. You will have great team skills and you will also be able to work independently. We are a small charity and therefore the right person will be able to support and juggle a range of activities and is willing to professionally develop their skills in line with our organisation's growth and development.

### Key Responsibilities

Responsibilities will include but are not limited to:

- Assist the General Manager in the implementation of the global education programme.
- Project Manage a selection of education projects from design to implementation, including effective budget management, at the request of the General Manager
- Project manage the collection, data analysis and reporting of our research & monitoring and evaluation processes as directed by the Research Manager
- Provide continuous project support for country teams on the ground acting as a bridge between Country Managers and the Management team of the Foundation
- Source digital learning kit in support of project requirements and as per the BF Strategy.
- When needed, manage the global deployment of technology from supplier to school with the aim of continually improving the efficiency of the process
- Assist the global team with curriculum and training resource curation including but not limited to technical guides, app glossaries, leadership workshops, posters etc
- Manage the BF marketing and social media plan as per the Foundation Marketing Strategy
- Manage BF's communications to partners, supporters and the wider education sector including development of reports, attending conferences, and ongoing website maintenance.
- Develop and submit proposals to relevant entities including innovation prizes, conference presentations. Be proactive in seeking out relevant external opportunities for the development of BF's mission.
- Any other duties from time to time at the request of the Management Team

### **Skills and Qualifications**

- 5+ years of relevant experience in education, NGOs and/or developing countries.
- Outstanding people and project management skills and attention to detail
- Experience with budget management and reporting
- Experience with education technology
- Experience in supporting the delivery of a marketing and communications plan
- Strong communication and presentation skills.
- Passion for and belief in our mission. High ethical standards and personal integrity.
- Confident IT skills including word, excel and powerpoint

**If you would like to apply for this position, please email a cover letter and CV to:**

Emma Becker, General Manager, [emma@breteaufoundation.org](mailto:emma@breteaufoundation.org)