

## **CES Job Description: Education Officer**

**Job Title: Education Officer**

**Line management: Assistant Director (Education)**

### **Key Purpose**

To provide educational support and research to the CES on education policy; to help develop CES responses to issues facing Catholic education with relation to schools; and to support the CES' relationships with colleagues in dioceses.

### **Key Responsibilities**

- To provide advice and support to the CES on educational issues affecting England, with a particular focus on standards and assessment.
- To support the development of online communications related to regional leadership and governance hubs.
- To provide research and data analysis support for the CES' Public Affairs and Education Teams.
- To work on developing responses to strategic and current issues facing Catholic schools and education.
- To provide support to diocesan colleagues in England.
- To draft responses to consultations, proposals and Bills as required.
- To represent the CES at external meetings as required.
- To represent the policies of the Bishops of England and Wales.
- To maintain good relationships with other faiths and others involved in providing education.
- To undertake other duties appropriate to the role as requested by the Assistant Director/Director.

### **Benefits**

- Salary –£30,000 - £35,000 per annum dependent on experience
- Working week - 35 hours excluding lunch breaks
- 25 days annual leave plus bank holidays (increasing to 27.5 after a qualifying period)
- Additional days leave: from 24 December to 2 January inclusive and Holy Thursday.
- TOIL Policy
- Matched (up to 6%) contributory pension scheme
- Interest free season ticket loan after qualifying period
- Private Medical Scheme after a qualifying period
- Childcare Voucher Scheme