

Education Adviser

Job title: Senior Education Policy Adviser

Line Manager: Assistant Director (Education)

Role Purpose:

The Senior Education Policy Adviser will work collaboratively to develop effective Catholic education policy and to deliver the bishops' national strategy for leadership and governance. It will work in partnership with dioceses to develop deep understanding of Catholic education across England and Wales and in partnership with key stakeholders to represent Catholic education policy.

The role will contribute towards the proclamation of the love of Jesus Christ being the golden thread which motivates all the work of the Secretariat and permeates every aspect of the work of supporting the Church's mission.

Responsibilities

- To develop effective education policy to support the bishops' vision for Catholic education in England and Wales.
- To engage effectively with stakeholders, including government departments, inspectorates and corporate partners to develop effective partnership working to champion Catholic education excellence.
- To work in close partnership with dioceses and regional diocesan hubs to develop consistent best practice across all areas of education.
- To contribute effectively to relevant working parties and focus groups to deliver quality Catholic educational outcomes
- To undertake projects which formulate, develop, and deliver new initiatives
- To coordinate the *Formatio* national strategy to develop outstanding leadership and governance in Catholic schools.
- To coordinate the *Formatio* website and develop awareness of the content as a leading resource for Catholic education leaders.
- To schedule, develop and deliver online training and webinars as a respected information source for Catholic education professionals
- To provide Catholic education specific content for social media accounts.
- To facilitate meetings with a diverse range of stakeholders and provide secretariat support to national steering group meetings.
- To contribute to bid-writing to secure funding for new and existing projects and provide effective reporting to funders
- To complete research on and to draft high level responses to government and other consultations and surveys
- To undertake research and analysis on relevant education data to support the Education team's work on continuously raising standards in Catholic education.

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Essential:

Competency	Criteria	Assessment
Deep knowledge and experience of Catholic education policy	<ul style="list-style-type: none"> Demonstrates passion for Catholic Church's education gained with a school, diocesan education department setting or equivalent 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates ability to assimilate Church teaching into national and international social and political policy positions.	<ul style="list-style-type: none"> Can provide examples of sustained professional relationships with key Catholic agencies and stakeholders 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates experience in an education policy setting with a strong understanding of education processes, including curriculum design, staff CPD and school inspections.	<ul style="list-style-type: none"> Evidence developing policy within a regional or national Catholic education setting 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a strong record of developing and communicating complex policy positions with authenticity and knowledge in a diverse range of settings	<ul style="list-style-type: none"> Understanding of Catholic education structures in England and Wales 	<ul style="list-style-type: none"> Covering letter CV Interview
Thinks and works systematically and analytically, making and delivering outcome driven policy	<ul style="list-style-type: none"> Provides examples of positive strategic and tactical outcomes with supporting evidence 	<ul style="list-style-type: none"> Covering letter CV Interview
Experience of undertaking research, data analysis and policy development, within education	<ul style="list-style-type: none"> Provides examples of projects and their outcomes. 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a track record of working within and contributing to collaborative, outcome focused teams.	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Highly competent in the use of ICT, including Office 365, video conferencing and website content management.	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a collaborative relationship building style with colleagues, clergy, and stakeholders	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Can lead meetings and discussion and demonstrates competency summarising and communicating information effectively to colleagues	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Commitment to working flexibly and collaboratively with colleagues	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Interview
Demonstrates the capacity and motivation to act as an ambassador for Catholic education policy	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Able to engage confidently with people from a range of beliefs and backgrounds	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview