



JOB DESCRIPTION

Post Title:	Project Educator
Salary:	£25,000
Hours:	Full Time – Fixed Term until 31 st December 2019
Line manager:	Business Development Coordinator
Responsible for:	N/A
Annual Leave:	26 days plus statutory days
Pension:	Contributory Pension Scheme (Auto Enrolment)
Employing body:	Stop Hate UK
Place of work:	Leeds with frequent travel across West Yorkshire, South Yorkshire and Derbyshire

Purpose of role

The role is to work with young people mainly in schools and occasionally in other locations. Stop Hate UK and The National Holocaust Centre and Museum, are to deliver a national project which aims to support young people to counter extremism in their schools and communities. The post holder will be delivering classroom sessions and workshops on myth busting, stereotyping, prejudice and how hate manifests online. 420 young people will further participate in powerful activity days before generating their own ideas of how to tackle hate, including the production of films and positive messaging on social media.



Within this project, the key roles and responsibilities of the Project Educator are:

Key Areas

- 1.0 Programme and Development
- 2.0 School Liaison
- 3.0 Programme Delivery
- 4.0 Professional Development
- 5.0 Relationship Development and Team Work
- 6.0 Managing Self/Other

Duties and Responsibilities

1.0 Programme and Development

To work in collaboration with the Business Development Coordinator, The National Holocaust Centre Project Educator and other key stakeholders to:

- 1.1 Contribute to the development of learning programmes and activities for students
- 1.2 Contribute to the development of training sessions and resources for teachers
- 1.3 Differentiate programmes and resources as necessary for delivery within schools
- 1.4 Provide administrative support to ensure all programmes are fully resourced
- 1.5 Process, analyse and implement findings of evaluation feedback in liaison with the Business Development Coordinator.

2.0. School Liaison

To work in collaboration with the Business Development Coordinator, The National Holocaust Centre Project Educator and other key stakeholders to:

- 2.1 Contribute to the development of supportive resources for schools interested in project participation
- 2.2 Liaise with potential participatory schools to provide key information regarding the project
- 2.3 Lead liaison with members of schools senior leadership teams to ensure embedding of project through whole-school approach
- 2.4 Define with schools, and provide support for, legacy work to ensure that schools continue ambassador programme beyond project end



2.5 Provide administrative support for all arrangements for school visits

3.0 Programme Delivery

To work in collaboration with the Business Development Coordinator, The National Holocaust Centre Project Educator and other key stakeholders to:

- 3.1 Prepare learning resources and spaces to deliver within school timetables
- 3.2 Implement learning programmes and activities by delivering differentiated learning sessions
- 3.3 Work with film-maker, social media manager and students to develop positive messaging through social media and on-line platforms

4.0 Professional Development

To work in collaboration with the Business Development Coordinator, The National Holocaust Centre Project Educator and other key stakeholders to:

- 4.1 Maintain an up-to-date knowledge in thinking around the development and delivery of Holocaust education and initiatives and methodology of challenging hate to create stronger communities
- 4.2 Develop an understanding of the needs of our stakeholders (principally participating schools) and the professional offer made by the Centre to such stakeholders.

5.0 Relationship Development and Team Work

To work in collaboration with the Business Development Coordinator, The National Holocaust Centre Project Educator and other key stakeholders to:

- 5.1 Maintain open channels of communication with colleagues to ensure a holistic approach to the education entitlement offered by the Centre
- 5.2 Attend and contribute to team meetings with the intention of critically evaluating the delivery of BSBT learning programmes and using feedback to adjust forthcoming aspects of the programme
- 5.3 Contribute to the development of measures that deliver good 'audience' care and that the people and organisations receive the best possible learner experience.



6.0 Managing Self/Other

To work in collaboration with the Business Development Coordinator, The National Holocaust Centre Project Educator and other key stakeholders to:

- 6.1 Ensuring that all professional codes of practice and legislative requirements are adhered to in programme delivery e.g. safeguarding children, health and safety
- 6.2 To answer calls to the organisation's helpline and provide support and assistance to callers
- 6.3 To participate in the Manager on Call rota
- 6.4 Post on social media to promote awareness of Stop Hate UK's services
- 6.5 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's manager from time to time, in consultation with the post holder
- 6.6 The post holder's duties must at all times be carried out in compliance with the organisation's Equality and Diversity Policy and other policies designed to protect employees or service users from Hate Crime and discrimination.
- 6.7 It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be, for example, from minority ethnic communities, women, people with disabilities or older people, lesbians or gay men, bisexual and transgender people. The post holder should also counteract such practice or behaviour by challenging or reporting it.
- 6.8 Ensure the Health and Safety of all staff and resources within the post holder's area of responsibility, i.e. delegated responsibility in relation to the nature of the post holder's duties and personal responsibilities as per Section 7 and 8 of the Health and Safety at Work Act 1974
- 6.9 In addition to this the Management of the Health and Safety at Work Regulations 1992 detail the following:
 - 6.9.1 Employees must inform their employer or/supervisor of any work situation which might present a serious and imminent danger to Health and Safety
 - 6.9.2 Employees must inform their employer or supervisor of any shortcomings in the Health and Safety arrangements even when no danger exists
- 6.10 To undertake training and development as agreed between the post holder and their manager



- 6.11 To promote the work of Stop Hate UK including distribution of promotional items at meetings/events attended

Physical Conditions

The post holder could be asked to be based on a short-term basis in other locations. The Head Office is currently situated close to Leeds City Centre. Free parking is not available at our Head Office

Economic Conditions

The salary is £25,000 pa and is paid monthly by direct credit.

A minimum of 26 days holiday, plus service day if applicable, plus statutory public holidays

An auto-enrolment pension scheme with 5% Employers' contribution.

Training

The organisation encourages training both "in-house" and externally to meet the needs of the individual and of the organisation.

Additional Points

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Stop Hate UK will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description may be subject to amendment or modification, should circumstances change- any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your CEO.



In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

PS Reference No	
PS Amended/Prepared By	RES 18 th December 2018
PS Amended On	
Consulted	LW