

Education Project Manager - Job Description

ORT is a global education network driven by Jewish values. We are passionate about unleashing the potential of young people so they can lead fulfilling lives and have a positive impact on the world around them.

Since our foundation in 1880, ORT has been transforming lives through training and education. From focussing on teaching 19th century Russian Jews essential trades and professions, we have evolved to provide 21st century skills to empower people and strengthen communities. Our ORT network now reaches 300,000 people a year, in 37 countries, and is one of the largest educational charities in the world. We provide a combination of high-level science and technology education with strengthened Jewish identity to bridge the gap between ability and opportunity – and to ensure the continuity of Jewish life worldwide.

LOCATION: Camden Town, London

SECTOR: Not-For-Profit

SALARY: £25-£30k - commensurate with experience

FULL/PART TIME: This is a full time position

ROLE OVERVIEW:

The Education Project Manager will join a team at World ORT's Head Office in London that oversees the organisation's international programmes. The role offers variety and the chance to make an educational impact working with partners to deliver added value to schools and colleges all over the world.

Our programme includes projects that provide leadership and support to our network. We specialise in preparing for the rapid changes in the fields of education and work, and to make ORT the first choice for our students and their families. We aim to keep our educators at the forefront of educational trends so that our students can thrive after they graduate.

We provide a schedule of training events (face-to-face and online) throughout the year for educators, exploring new developments in science and technology education, educational management and leadership, and other relevant fields.

We organise special programs for students (including collaborative learning projects, international summer schools, competitions and awards) around STEM education, skills for work, social responsibility, global citizenship and Jewish education.

The Education Project Manager will be responsible for collaborating with colleagues in the Education department to manage all aspects of our current projects, delivering new projects in line with our strategic plan, and providing a critical link between the Head Office and ORT's professionals in the field.

ORGANISATIONAL POSITION:

This position sits in the Educational Department of the Chief Program Officer's Division and reports to the Head of Education

KEY RESPONSIBILITIES (but not limited to):

- The coordination of international educational programs and management of World ORT Education Department projects.
- Collaboration with ORT's professionals overseas to plan seminars, training programs for students, collaborative projects for educational purposes, exchange programs and other activities and events related to World ORT's educational strategy.
- Communication, including production of project descriptions, memos, updates and other media, to promote a wider understanding of ORT's educational activities and projects, including Education Department projects and those of ORT national organizations.
- Supporting the fundraising, PR and marketing of WO educational networking projects, including the preparation of applications to Foundations and other potential sponsors of Educational projects, progress and financial reports.

REVIEW ARRANGEMENTS:

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

KEY SKILLS AND PERSON SPECIFICATION:

- At least two years proven experience in an educational or similar project management role.
- An understanding and proven experience in a formal and/or informal educational setting.
- Excellent communication and project management skills.
- Strong organizational skills and a commitment to follow-through the lifecycle of a project
- Ability to use initiative, problem solve and pay attention to detail.
- Excellent interpersonal skills and ability to develop strong professional relationships with ORT's educators and supporters all over the world.
- The sensitivity to understand the need for flexibility when working with people from diverse cultures and nationalities.
- Be committed to your Continued Professional Development.
- High proficiency in both written and spoken English.
- Ability to plan effectively and work well under pressure.
- Familiarity with Jewish communal institutions locally and internationally is desirable.
- The ability to communicate professionally in additional languages would be advantageous.



HOURS OF WORK:

Office hours are 09:00 – 17:30 Monday to Thursday and 09:00 – 14:00 on Fridays.

This role may involve working out of hours and occasional international travel.

World ORT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS (or equivalent overseas check) will be required.