

Education Officer

Role Description



Role Title	Education Officer
Location	Based at the MyBnk offices, London WC1H 8LS, with frequent travel around London
Duration	Initial 12 month contract with likelihood to extend
Salary	£28k plus generous benefits package and training budget
Closing Date	TBC

Do you have a 'wow' factor in the classroom?

Can you engage and inspire young people?

Do you have a creative facilitation style that leaves a lasting impression?

Then being a MyBnk Education Officer might be for you...

Background

MyBnk are an award winning education charity delivering financial and enterprise education programmes to young people aged 7-25. Formed in London in 2007, today MyBnk has worked with 200,000 young people across South East, South, South West, Merseyside and North East.

MyBnk are an award-winning UK education charity working to bring money and enterprise to life for young people.

Managing money opens up new opportunities. For a young person leaving care, knowing how to budget for a weekly shop can help them live independently for the first time in their lives. For an aspiring young entrepreneur it might mean at last having the skills to get their business off the ground.

Whatever their background, whatever their ambition MyBnk helps put young people in control of their money and their dreams within reach. We call it investing in their future!

Duties & responsibilities

You will join the MyBnk Education Team to manage, deliver and develop the MyBnk learning programmes in schools, colleges and youth organisations.

This includes:

Programme Delivery

- ⚡ Work with diverse groups of young people aged 7 -25 years across London and the South East. This includes young people with Special Educational Needs (SEN) and those Not in Education Employment or Training (NEET)
- ⚡ Deliver MyBnk programmes to an exceptionally high standard, meeting the MyBnk quality requirements and following the MyBnk Education Ethos
- ⚡ Effectively engage learners with a style that is clear, concise, energetic and relevant
- ⚡ Commit to becoming an expert in finance education by having excellent subject knowledge and continuing your professional development

Programme Development & Management

- ⚡ Creative development and refinement of education programmes and materials
- ⚡ Network within the education and business sectors; build, nurture and leverage relationships with stakeholders to create exciting learning opportunities for our young people and MyBnk
- ⚡ Manage and inspire staff, interns and / or apprentices on specific projects

Person Specification

We are looking for an energetic and engaging individual with a genuine interest in social change, education and the empowerment of young people.

You must:

- ⚡ Have a unique and creative style of delivery, and ability to 'wow' young people, taking them on a memorable learning journey.
- ⚡ Have a minimum of two years' experience delivering participatory learning programmes to young people. Ideally you will have worked with different types of young people, varying in group size, age, background, ability and setting.

- ⚡ Be educated to degree level, be a qualified teacher, or have a Level 3 AET or PTLLS qualification.
- ⚡ Be confident in engaging young people you are meeting for the first time within different settings including mainstream classrooms, community centres, alternative education organisations (e.g. Pupil Referral Units, YMCAs).
- ⚡ Have a strong interest in finance and enterprise and be committed to becoming an expert in these topics. Ideally you will have experience of delivering finance education, and a good understanding of these curriculum areas.
- ⚡ Ideally, you will have experience of developing, designing, delivering and/or verifying accredited programmes for young people
- ⚡ Have the ability to show initiative and work both as a team and independently to see tasks through, from initial ideas through to completion
- ⚡ Have a good grasp of Mathematics, having achieved GCSE grade B or equivalent
- ⚡ Be highly creative, with the ability to think on your feet and embrace new ideas
- ⚡ Have a good grasp on popular and youth culture
- ⚡ Have excellent communication and presentation skills - the ability to engage a range of people from young people to adults, both verbally and in writing
- ⚡ Have excellent interpersonal skills and the ability to build and maintain relationships with teachers, youth workers and senior management within schools, colleges and local authorities
- ⚡ Possess strong IT skills. Familiarity with databases (in particular Salesforce) is desirable, as is an ability to design and deliver educational materials using a variety of media
- ⚡ Be passionate about our aims and objectives and committed to working within a small and growing team that goes the extra mile
- ⚡ Have a fluent command of English
- ⚡ Have the right to live and work in the UK

About MyBnk

The charity MyBnk is the UK's leading designer and deliverer of financial and enterprise education programmes for young people.

Our experts bring a range of workshops covering topics such as budgeting, tax, debt intervention, university finance and social enterprise to 7-25 year olds in schools and youth organisations.

We have helped over 200,000 young people manage their money and start their own business with 1,000 partner organisations. MyBnk also designs projects and training programmes for other organisations. We are recent winners of The Guardian Charity Award, Children & Young People Now Leaving Care Award and the Centre for Social Justice's Poverty Prevention Award. Our projects are proven and evaluated by the national Money Advice Service.

Our Vision:

A financially literate and enterprise driven generation.

Employer Benefits

MyBnk have a number of benefits for our employees including:

- ⚡ 25 days per year annual leave, pro rata full time equivalent (plus bank holidays)
- ⚡ Pension scheme
- ⚡ Income protection insurance
- ⚡ Death in service insurance
- ⚡ Cycle to work scheme
- ⚡ Annual training allowance
- ⚡ Enhanced maternity, paternity and adoption leave and pay
- ⚡ Flexible working policy
- ⚡ Season ticket loans

MyBnk Values in Tweets

#YouthAtTheHeart of @MyBnk, why do we do it? – It's all about the young people #obvs.

#Impact @MyBnk, always delivering the best possible outcomes for young people #quality.

#LaughAsYouLearn @MyBnk bringing money & enterprise to life for young people, staying fresh, focused and fun.

#Driven @MyBnk, being relentless in the pursuit of our mission #pacesetting.

#StraightUp @MyBnk, telling it how it really is – helping young people make informed decisions.

Application Process

Please send a CV and covering letter to jobs@mybnk.org. Please state if you have particular contract preferences including availability. Interviews will take place at MyBnk offices Kings Cross in London.

Any Questions?

If you have any questions about this role please contact fiona@mybnk.org