Education Officer - Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Education Officer</th>
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<tbody>
<tr>
<td>Location</td>
<td>Based at the MyBnk offices, London WC1H 8LS, with frequent travel around London</td>
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<tr>
<td>Duration</td>
<td>Permanent</td>
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<tr>
<td>Reporting to</td>
<td>Head of Education - School Age</td>
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<tr>
<td>Salary</td>
<td>£29k plus generous benefits package and training budget</td>
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<td>Closing Date</td>
<td>TBC</td>
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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 is a UK charity that delivers expert-led financial education programmes to 5-25-year olds in schools and youth organisations – direct, virtually and online. Our mission is to empower young people to take charge of their future by bringing money to life.

Together with young people, we have created innovative, high impact and high energy workshops that bring money to life. By spend, we are the UK’s largest charity dedicated to this cause.

MyBnk covers topics such as saving, budgeting, debt, independent living and public and student finance. We also design projects and training programmes for others. Since 2007 we have helped over 250,000 young people learn how to manage their money.

Our programmes focus on helping:

- **Young adults in the greatest need** – Who cannot afford mistakes.
- **The very young** – When habits are set.
- **All young adults entering independence** – Making choices now.
The Role

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

1. 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).

2. Deliver MyBnk programmes to an exceptionally high standard, meeting the MyBnk quality requirements and following the MyBnk Education Ethos.

3. Effectively engage learners with a style that is clear, concise, energetic and relevant.

4. Commit to becoming an expert in finance education by having excellent subject knowledge and continuing your professional development.

Programme Development & Management

5. Creative development and refinement of education programmes and materials including our virtual and digital offerings.

6. 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.

7. 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:

8. Have a unique and creative style of delivery, and ability to ‘wow’ young people, taking them on a memorable learning journey.

9. 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.

10. 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 including virtually.

Experience designing, developing and/or delivering digital content. A working knowledge of web development, HTML or CSS is desirable.

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.
Inclusivity

MyBnk is committed to building an inclusive culture and working environment that promotes a sense of safety and belonging for our staff to feel supported to achieve their potential.

We know there is further to go and so we have established an Anti-Racism Committee, which works with the wider MyBnk team to ensure that we are listening, learning and constantly evolving to root out and tackle racism in all its forms.

Benefits

Our organisation currently has 40 staff with a Head Office in the heart of Kings Cross, central London. We pride ourselves on being a great place to work with a culture which is genuinely inclusive and progressive. A lot of our team have been with MyBnk for many years, and those that leave never really leave and keep involved in some form or another.

Each department has their own event each year (which they get to choose) as well as an overall team Christmas and summer office party. In addition, there are many other get-togethers throughout the year including watching team members in pantomime! We have weekly quiz games (Trivia Tuesday) and random trivia and share Wow! stories in our monthly team meetings. Here’s what a couple of our long-term people say about the culture at MyBnk:

“Working for MyBnk is like being part of a family! A really fun, creative and collaborative atmosphere full of people keen to succeed and make a real difference.”

“Nowhere else I’ve worked has had such a strong feeling of togetherness and camaraderie as MyBnk. Being a part of a small team, all of whom are clearly working towards the same goal with the same passion is a wonderful experience.”

Furthermore, MyBnk offer the following additional benefits:

- 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.

Application Process

Please send a CV and covering letter to jobs@mybnk.org. Please state if you have particular contract preferences including availability.

Any questions?

If you have any questions about this role, please consult our website or contact Rebekah Kelly, Head of Education – School Age on 020 3581 9920 or email becky@mybnk.org