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, 3 Bath Place, London with frequent travel around London</td>
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<tr>
<td>Duration</td>
<td>Initial 12-month contract with potential to extend</td>
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<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>Wednesday 5th January 2022</td>
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<tr>
<td>Interviews</td>
<td>First round Monday 10th January. Second round Thursday 13th January 2022.</td>
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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...
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 young people with a style that is clear, concise and relevant.
- Commit to becoming an expert in financial education by having excellent subject knowledge and continuing your professional development.

**Programme Development & Management**

- Creative development and refinement of education programmes and materials including our virtual and digital offerings.
- 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 want to ensure that our staff represent the young people they support so they can provide meaningful, authentic education opportunities. We therefore encourage applications from those with lived experience of disadvantage, those of an ethnic minority background and men, all of which are underrepresented in our School Age Education Team. MyBnk will not discriminate, ensuring that each candidate is assessed only in accordance with ability to perform the role.

You must:

- Have a unique and creative style of delivery, and ability to engage young people, taking them on a memorable learning journey.
- Have a minimum of two years’ experience delivering content to young people. Ideally you will have worked with different types of young people, varying in group size, age, background, ability and setting.
- Have a Level 3 AET or PTLLS qualification or carry out this qualification with the support of MyBnk upon employment.
- Bring diversity of thought to the role, exploring how our thinking and the thinking of the young people with whom we work with is shaped by culture,
background and experience.

- Be able to engage 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 an interest in finance and become an expert in this topic.
- Experience of developing and designing programmes for young people (in-person or online).
- Be highly creative, with the ability to think on your feet and embrace new ideas.
- Can show initiative and work both as a team and on your own to see tasks through, from initial ideas through to completion.
- Have a good grasp on popular and youth culture.
- Have excellent people skills and the ability to build and maintain relationships with teachers, youth workers and senior management within schools, colleges and local authorities.
- 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 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:
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 Fiona Montgomery, Head of School Age Education – on 020 3581 9920 or email fiona@mybnk.org