



Job description

**Education Engagement
Officer**



Education Engagement Officer

Community, Events and Education Team, Mass Engagement Department

| | |
|-------------------------------|--|
| Place of work: | 47- 49 Durham Street, London, SE11 5JD |
| Pay band: | E – 1 year full time fixed-term contract |
| Salary: | £27,679 pa with excellent benefits |
| Reports to: | Education Specialist |
| Manages: | none |
| Budget responsibility: | Delegated responsibility |
| Travel: | Within the UK |
| DBS Check | This role requires an enhanced DBS check |

Team description

WaterAid is at an exciting time. With an ambition to bring clean water and safe sanitation to everyone, everywhere by 2030, there's a need for something big to happen in our fundraising and supporter engagement work in the UK.

Community, Events and Education is a strategic part of WaterAid's growth strategy (income and impact) and a key driver of supporter engagement in WaterAid's work around the world. This is done through the development and nurturing of individuals and networks of ambassadors; the creation of inspiring and engaging appeals and events and the delivery of an engagement programme, which maximises the impact our supporters can have.

By delivering sector leading fundraising opportunities and by providing innovative ways for existing and new supporters to engage with WaterAid, we will deepen their commitment and significantly increase income for the organisation.

Job purpose

The Education Engagement Officer is a member of the Community, Events and Education team, which leads on the engagement and development of relationships with individuals and community organisations. The role plays a key part in the team's delivery of the Mass Engagement department strategy.

The Education Engagement Officer works closely with the Education Specialist, the Youth Engagement Manager, and the Water Industry Partnership team to deliver a range of engagement opportunities, products and resources.

The post holder plays a role in developing our relationships with Water Industry partners and their customers, schools, and youth groups with the aim of maximising engagement opportunities around global water and sanitation issues.

Accountabilities

Resources

- Creating engaging content for projects and special activities that meet the shared objectives of WaterAid and Water Industry partners.
- Creating and developing educational resources for visitors, schools, families and special interest groups that visit Water Industry Education Centres.
- Developing lesson plans and schools resources in collaboration with the Education Specialist.
- Building engagement opportunities, including working with developers, designers, creative agencies and associated suppliers.
- Delivering talks, workshops and activities in partnership with schools and youth groups.

Outreach

- Meeting with and delivering presentations to a range of audiences, from meetings with Water Industry partners and educators to informal meetings with groups of children and young people.
- Developing engagement plans in collaboration with Water Industry colleagues and the Education Specialist.
- Delivering the Challenge: Water Education Engagement Programme.
- Representing WaterAid in relevant external fora to ensure that WaterAid is, and is seen to be, at the forefront of education and youth engagement.
- Delivering “train the trainer” sessions to broaden the reach of our workshops and activities.

Development

- Using the Youth Engagement strategy to engage the public in line with WaterAid’s 2030 Everyone, Everywhere objective.
- Keeping up-to-date with relevant changes in Water Industry programmes and government initiatives and recommending future approaches to support and benefit from these changes.
- Developing activities and workshops in response to particular themes from Water Industry partners and schools that share the messages of WaterAid.

Relationships

- Internal
 - Working closely with colleagues in the Water Industry Partnership team

- and the Community, Events and Education team in sharing their messages with the water industry clients, schools and youth groups.
- Working with Water Industry Partnership Managers offering specific education/youth engagement skills and experience.
 - Building and developing strong internal relationships to deliver operational events activity.
- External
 - Acting as a passionate ambassador for WaterAid and ensure that our values are upheld at all times to both internal and external contacts through appropriate behaviour and performance.
 - Representing and promoting WaterAid engagement amongst the water industry in order to establish a network of mutually beneficial partnerships.
 - Providing a point of contact for education and engagement enquiries from Water Industry partners, schools and youth groups.
 - Supporting Water Industry partners in their engagement with the Scouts programme.

Person specification

Essential

- Educated to A-Level standard or equivalent.
- A working knowledge of the National Curriculum.
- Experience of working in an engagement role eg in education, supporter engagement or outreach in a charity or other organisation.
- Experience of producing a range of engaging resources for young people and families using both formal and informal learning techniques.
- Experience of promoting learning activities to a range of audiences.
- Experience of planning and running engagement events.
- Experience of managing projects and suppliers.
- Experience of managing delivery against annual plans and budgets.
- Experience of cross-team working to deliver successful projects, which contribute to organisational objectives.
- Excellent writing and editing skills for a range of different audiences.
- Enthusiasm and ability to use own initiative and meet deadlines, able to work independently and as part of a team.
- Ability to work in partnership with colleagues within the Mass Engagement department and with other key internal and external contacts at all levels.
- Driving creativity and innovation in the team.
- Ability to respond to enquiries and requests promptly and professionally.

Job description

- Good IT skills with practical use of Microsoft office applications (word, excel and outlook in particular).
- Willingness to work some unsociable hours when required based on business need (evenings and weekends).
- Commitment to WaterAid's values (Accountability, Collaboration, Courage, Innovation, Integrity and Respect) and a working style that reflects these.

Desirable

- Degree level education.
- Recognised teaching or training qualification.
- Experience of planning and implementing organisation-wide education activities.
- Experience of working in fundraising and/or campaigning organisation.
- Understanding of water and sanitation issues in the developing world.