



Community & Communications Project Officer

Job Description: Community & Communications Project Officer for Rethinking Assessment, part of Big Education

Salary	£25,000-£26,000 dependent on experience, plus generous pension scheme
Contract:	Part time or full time, one year fixed term
Annual leave:	25 days
Start date:	ASAP
Location:	Hybrid - at home and at School 360, Stratford, E15

The role

Rethinking Assessment (www.rethinkingassessment.com) is a broad coalition of school leaders from the state and independent sectors, researchers, policy-makers and employers looking to create a more equitable assessment system which recognises the full breadth of strengths of every child. We believe that our current exams system is neither fair nor gives all students the chance to flourish.

Launched in 2020, the group has been looking in depth at better ways to evidence academic strengths, as well as how we can recognise those skills and dispositions that young people need to thrive in the workplace and in life, drawing on evidence from across the world. Our web platform and blog series, which interrogates the issues with our current system and showcases potential solutions, has so far reached over 15,000 people, and we have engaged approx. 1000 people through community challenges and participatory webinars.

We are now at a key moment as we move into year two, in publishing the outputs of our deliberations so far, launching action research inquiries to test out our emerging ideas, and continuing to build our community of aligned educators and partners committed to a more holistic vision for education. We are looking to hire a Community & Communications Project Officer who can embrace this vision and help us to achieve our goals.

The role has two main strands:

1. Activating and growing our community of people and partners in the UK and internationally who are keen to contribute to the work of Rethinking Assessment. Developing and overseeing creative and purposeful opportunities for them to get involved in the initiative, and expanding the depth and reach of our engagement with different participant groups.



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2. Managing communications with community members and other key stakeholders, and maximising the potential of our communications channels and platforms

Key responsibilities

1. Growing the Rethinking Assessment Community

- Working with the Project Manager to develop and deliver a new community engagement strategy which will enable Rethinking Assessment to achieve its key objectives
- Develop and oversee a programme of online and in person events (debates, panel discussions, webinars, learning forums, workshops etc) - managing scheduling, communications, event delivery and content capture, and gathering feedback
- Collaborate with external partners on events, and identify and engage with relevant conversations, initiatives, and events online, on social media, and in person
- Develop other opportunities for the community to participate in and contribute to Rethinking Assessment
- Communicate with the community on a regular basis (eg via newsletters, email, blogs and other content) to share the work of Rethinking Assessment and encourage their participation
- Develop and deliver a social media strategy
- Develop new relationships with key networks, sector partners and influencers, and manage relationships with grant funders

2. Maintaining the Rethinking Assessment web platform and communications channels

- Work closely with the Project Manager in managing all content on the Rethinking Assessment website - including uploading and publishing new content, and ensuring the website is kept up to date
- Manage social media channels, including the Rethinking Assessment twitter account
- Track Rethinking Assessment in the media and update relevant pages of the website
- Provide analytical reports from the website and social channels
- Use systems such as campaign monitor and wordpress - training will be provided

3. Content Commissioning and Creation



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- Develop and manage a content schedule to engage and build the community
- Commission written content for publication on Rethinking Assessment (blogs, think pieces, interviews), working with the Project Manager
- Edit content for publication
- Write copy for email campaigns, newsletters and other communications to the community
- Write text for social media accounts
- Create/edit video content and other forms of illustrative content
- Ensure that the look and feel of all materials are to a high standard and meet branding requirements

The role may require getting involved with other tasks which support Rethinking Assessment's work, where appropriate

This is an outstanding opportunity for someone who is entrepreneurial, creative, highly organised and a self-starter. You will be enthused by the prospect of working in a start-up organisation, open to innovative approaches and agile ways of working, and continuous learning. You will embrace working in a fast paced environment, where no day is the same. Having strong initiative, you will work both autonomously and collaboratively in a small team. You'll love coming up with creative ideas and spotting opportunities to grow this leading initiative which has big ambitions.

Big Education

You will be based within the vibrant Big Education team and get support and opportunities as part of that team.

Big Education is a pioneering charity and Multi Academy Trust. Our vision is that all children receive a high quality, holistic education. Our aim is to inspire leaders to provide a holistic education, design programmes and products that enable them to do this, and support them to work towards systemic change. We believe deeply that we need to educate the whole child – Head (academics), Heart (character and well being) and Hand (creativity and making a difference). And if we do that with innovation and rigour, then young people will be equipped to make a difference to the world.

There are three main strands to Big Eduations' work:



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- **Running schools:** Big Education is currently running three schools and have had permission from the Department for Education to open another two. The schools that we are currently running are: School 21, Surrey Square, International Academy of Greenwich and School 360 will open in Sept '21.
- **Building an ecosystem:** We want to create a series of products and programmes that allow us to take the innovative practice from our schools and share it with others across the country.
- **Building a movement:** We want to build a coalition of people who are united around the idea that the education system needs to be done differently. We want to influence those in the highest positions in government, business and education to make decisions that are a catalyst for change.

Other sites to explore:

Rethinking Assessment: <https://rethinkingassessment.com/rethinking-assessment-home/>

Big Education: <https://bigeducation.org/>

Big Leadership Adventure: <https://bigeducation.org/bla/>

Big Team Adventure: <https://bigeducation.org/big-team-adventure/>

Learning from Lockdown: <http://www.learningfromlockdown.com/>

Follow us on twitter: @_bigeducation



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The successful candidate

Essential

- Is aligned with Big Education's vision that all children receive a high quality, holistic education of the Head (academics), Heart (character and well being) and Hand (creativity and making a difference), one that prepares them for the 21st century
- Is a collaborative team player, who is excited about, and confident working with, a range of stakeholders and partners across the education sector
- Possesses brilliant logistical and time management skills, with the ability to manage competing priorities
- Is an excellent communicator, and has strong written communication skills
- Is comfortable working in a constantly changing work environment and taking initiative
- Feels ready to embrace a start-up culture: willing to try new tools and innovative ways of working
- Is tech savvy and willing to work with a range of collaborative tools and applications

Desirable

- Experience writing external facing communications (newsletters/campaigns) and producing different types of content and materials that engage different audiences
- Experience using a range of tools and applications including Google Suite, Wordpress, Zoom, Eventbrite would be beneficial
- A passion for education, diversity, equity and inclusion and the issues surrounding social justice and mobility
- Experience organising and delivering high quality events (face to face/online)
- Comfortable using social media to share information, engage in discussion and build community

You'll love this job if..

- You enjoy working in a fast paced, startup environment
- You want to be part of a growing force for innovation in education
- You enjoy working collaboratively with committed people in a purposeful environment
- You have an exceptional attention to detail, and are a naturally organised person
- You enjoy taking ownership of your work and shaping projects



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→ You are passionate about education and creating opportunities for young people

Diversity & Inclusion - The foundation for innovation, helping us to achieve a Big Education

In order to create an education that equips all young people for an ever changing world, diversity and inclusion must be at the heart of what we do. We believe in the power of authenticity, empowerment and vulnerability in the workplace, and strive to make sure everyone feels comfortable bringing their true selves to work. We believe diversity is a core component in creating the innovation required to transform the sector, and recognise that we play an important role in A) creating lasting change on the ground and B) being part of sector-wide change. We're a growing organisation and are building a culture where difference is valued and inclusion is at its core. We believe inclusion unlocks the power of diversity, and diverse perspectives enrich our team, adding value and impact to our work.

We actively encourage people from a variety of backgrounds to apply for roles within our organisation. Please reach out to us at info@rethinkingassessment.com if there are any barriers preventing you from applying.

How to apply

Please complete the online application which can be found [here](#)

Application deadline is Tuesday 12 October 2021 at 5.00pm

Provisional interview dates: w/c 18 October 2021