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# The Alliance for Inclusive Education (ALLFIE)

# Job Description and Person Specification

**Sustainability Programme Officer**

**Report to:**  ALLFIE’s Director

**Salary:** £35,057 per annum, pro rata

**Hours:** 24 hours per week

**Contract length:** Part-time 2 years fixed term contract

**Annual Leave:** 25 days per year plus bank holidays pro rata

**Location:** Hybrid

**Background**

The Alliance for Inclusive Education (ALLFIE) has led the lobby for change in inclusive education for over 30 years and is the only national Disabled people’s campaigning organisation working on this issue.

ALLFIE’s vision is to create an inclusive society, by ensuring inclusive education within mainstream settings for ALL Disabled people. We campaign for ‘a world where inclusive education is a right not a struggle’, and for Disabled pupils and students to be fully included in mainstream education, training and apprenticeships, with **all** necessary support. We also create the [resources](http://www.allfie.org.uk/resources/) that people and organisations need to advocate for inclusive education and to develop good inclusive practice.

**Purpose of the Job**

This is a new role and has been resourced by the [Esmeé Fairbairn Foundation](https://esmeefairbairn.org.uk/) for 2 years to create a national inclusive education coalition, to set up a Young Disabled people’s parliamentary group, to create a feasibility study and to fundraise to ensure the sustainability of ALLFIE’s work for inclusive education within mainstream settings. Inclusive education is a social justice and human rights issue for all Disabled people. The programme will connect and work across ALLFIE’s different [strategic objectives](https://www.allfie.org.uk/wp-content/uploads/2021/06/ALLFIE-Strategy-Summary-2021-040621.pdf) to support our drive for change.

The post-holder will share and demonstrate a strong passion for inclusive education, social justice, and human rights issues. The successful candidate will be accountable for our sustainability objective. The role will be focussed on supporting ALLFIE to deliver on our strategic plan to tackle the challenges Disabled people experience in education. They will deliver work that is representative of Disabled People from an intersectional experience and draw on other intersecting areas that impact on education to bring about change. You will push forward ALLFIE’s work on inclusive education through working across ALLFIE, Disabled People’s Organisations, partners, members, and social justice movements. You will be conscious of ALLFIE’s work to help create trust and collectively build the movement for inclusive education for ALL Disabled people.

This role is an exciting opportunity for someone with strong fundraising and project management skills and a passion for disability justices. This is a demanding and fulfilling role that will give the successful candidate the opportunity to work within a national Disabled People’s Organisation.

**JOB DESCRIPTION**

**MAIN RESPONSILIITES and ACCOUNTABILITY**

The programme manager is responsible for:

1. **Programme management**

* Lead on planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action defining the programme's governance arrangements
* Lead on ensuring effective quality assurance and the overall integrity of the programme
* Manage the programme budget and financial reporting
* Plan and ensure the smooth delivery of all activities ensuring they are delivered on time, within budget and lead to planned outcomes
* Lead on the monitoring, evaluation and reporting of the grant, ensuring impact is evidenced by high quality data
* Maintain up to date knowledge of trends and developments in the inclusive education space and contribute to the development of ALLFIE’s future
* Lead on managing risks to the programme's successful outcome
* Recruit and work with consultants
* Plan and ensure the smooth delivery of all activities ensuring they are delivered on time, within budget and lead to planned outcomes
* Providing support, guidance and development opportunities different areas of the programme
* Write successful applications and evaluation reports
* Lead on fundraising to improve income generation
* Write successful funding applications and evaluation reports

1. **Partnership**

* Recruit and build an inclusive education coalition, supporting them throughout the programme to ensure high levels of engagement and collaboration
* Build and maintain a Young Disabled People’s parliamentary group working across teams
* Build and maintain relationships with partners to raise the profile of ALLFIE, representing the organisation at external events and networking spaces
* Build and maintain relationships with MPs / Councillors, think tanks and local campaign / pressure groups
* Build relationships with experts, research institutions and policy committees
* Identifying new supporters to join ALLFIE campaigns

1. **Administration and monitoring**
   * Work with ALLFIE’s Director to review and submit monitoring reports to grant funders
   * Work with the Finance Officer and Director on financial reporting to grant funders and to manage the budget
   * Follow the organisation’s financial procedures to manage budgets
   * Ensure that project files are maintained within an agreed system,
   * Maintain effective systems ensuring consistency with ALLFIE’s operational requirements and policies
   * Provide project reports and updates to ALLFIE’s Director
2. **General responsibilities**

* Manage project budgets and support with fundraising where appropriate
* Participate in team discussions on strategy and day-to-day operations and help with facilitation
* Respond to requests for information internally and externally
* Ensure that the organisation’s policies and procedures are adhered to, including ALLFIE’s Equality of Opportunity policy and safeguarding policies
* Provide updates to ALLFIE’s Director and Board of Trustees, as required
* Contribute at team meetings, to ALLFIE’s newsletter and website content
* Attend internal meetings and trainings including team meetings, Away Days, Supervision, Appraisals and AGMs

**PERSON SPECIFICATION**

**Essential criteria**

1. **Knowledge and experience**

The successful candidate will demonstrate knowledge and experience in the following areas:

* Demonstrate a track record of working in programme management and delivery, with experience in project design and development in relation to disability justice on inclusive education
* Experience working on national programmes
* Strong networking, relationship-building, and communication skills
* Experience in fundraising and improving income generation
* Strong networking, relationship-building, and communication skills
* Experience of designing and delivering training and/or capacity building projects, with strong workshop facilitation, hosting, and public speaking skills
* Experience working within social justice campaigns
* A good understanding of inclusive education campaigns
* Experience of designing and delivering training and/or capacity building projects, with strong workshop facilitation, hosting, and public speaking skills
* Experience of developing and maintaining successful partnerships with multiple stakeholders
* An understanding of financial processes with experience of preparing, managing, and reporting on project budgets

1. **Skills**

The successful candidate will demonstrate a range of skills including:

* Excellent communication, presentation, negotiation and influencing skills
* Ability to organise, plan, prioritise and manage your own workload and time
* Ability to produce budgets and financial reporting
* Excellent partnership, facilitation, and interpersonal skills
* Ability to engage and work in an accessible and dynamic way with diverse groups
* Ability to work with external consultants
* Ability to work with Young Disabled people
* Ability to be self-motivating, well organised and working to tight deadlines
* Ability to organise and coordinate events, including online and face to face events, co-ordinating participants and trainers
* Ability to monitor outcomes and continuous performance improvement
* Excellent interpersonal and communication skills, enjoys working with people and getting the best out of partners and project participants
* Excellent computer skills including: office package, databases, websites, and social media
* Ability to produce clear and precise written material, including publicity

1. **Aptitudes / Personal qualities**

The successful candidate will demonstrate:

* A strong personal commitment to and understanding of the social model of disability, social justice, intersectionality, equity, inclusion, equality and ALLFIE’s principles
* Lived experience as a Disabled person
* Understand and demonstrate a willingness to promote the organisation’s policies and procedure, including ALLFIE’s Equality of opportunity policy and safeguarding policies
* Work independently and within a team to effectively deliver work programmes and other areas of ALLFIE’s work
* Self-motivated and able to take initiative
* Attention to detail and excellent organisational skills
* Curious and always wanting to learn, with a commitment to personal and professional training and development

1. **Other requirements**

* Willingness to travel around the UK and work occasional evenings / weekends
* Willing to undergo a Disclosure and Barring Service (DBS) check

**Desirable criteria**

* Experience and knowledge of the Disabled People's Organisations (DPO) sector is desirable
* Experience and knowledge of working across social justice movements, government departments and local authorities is desirable