



Organisation	The Royal African Society
Title	Education Programme Manager
Fee	£200 per day
Position	6 month freelance contract February - July 2023 with possibility to extend.
Hours	2.5 days per week (average)
Reporting to	Deputy Director
Based at	Royal African Society offices at SOAS, with option for remote working

Overview

The Royal African Society (RAS) is a membership organisation that provides opportunities for people to connect, celebrate and engage critically with a wide range of topics and ideas about Africa today. Through our events, publications and digital channels we share insight, instigate debate and facilitate mutual understanding between the UK and Africa. We amplify African voices and interests in academia, business, politics, the arts and education, reaching a network of more than one million people globally.

Our education & outreach programme was established in 2016 and since then we have developed a strong network of schools, teachers and cultural organisations who share our aims of improving diversity in the curriculum.

Through **Africa Writes: Young Voices** we bring African diaspora poets and writers into schools to deliver creative writing workshops, which culminate in showcase events and the production of digital anthologies. The programme also delivers curated book packs to school libraries to facilitate continued learning and inspiration. Delivered mainly in secondary schools, this work has had a demonstrable impact on the knowledge, confidence and skills of both the students and their teachers.

Between September 2020 and December 2021 we secured funding from the Paul Hamlyn Foundation to run the [Poetry in the Primary Classroom Programme](#) in partnership with the Centre for Literacy in Primary Education (CLPE).

The project offered primary school teachers a rich Continuing Professional Development and Learning (CPDL) programme to enhance their enjoyment of and practice with poetry from Africa and the diaspora.

Working closely with CLPE and poets from our Africa Writes festival community, we developed educational workshops and resources to inspire new ways of working with poetry in the primary classroom. This work sought to enhance creativity in the classroom, increasing children's participation in the arts while shining a light on exciting work by poets from Africa and the diaspora.

The Education Programme

Over the next five years, The Royal African Society would like to prioritise the Education Programme through activities that enable the better understanding and appreciation of all aspects of Africa, both in schools through the promotion of African literature and poetry and curriculum reform, and in universities through the promotion and sustainment of African studies through the ASUK and African Affairs. We also support the educational work of corporate partners.

The Role

We are looking for a dynamic and collaborative Programme Manager committed to enhancing cultural representation and awareness of Africa in the UK school curriculum and improving educational outcomes for children. Based at the Royal African Society, the Programme Manager will have responsibility for the successful delivery of the education programme across the Society's work.

Main tasks and responsibilities:

- Act as a central point of contact for the education programme, liaising effectively with key stakeholders, partners and potential partners.
- Work with policy colleagues and partner organisations (Black Curriculum, J2H, RGS etc) to take forward educational recommendations from the [APPG Education Inquiry](#).
- Work with the Partnerships and Fundraising Manager to secure ongoing education programme funding through applications to e.g. the Paul Hamlyn Foundation and identifying other opportunities. Identify funding opportunities to curate a digital educational resource.
- Develop and maintain relationships with schools and support teachers with their professional development and learning by sharing the Poetry in the Primary Classroom teaching resources.
- Work with Communications colleagues to publicise and share existing resources via social media.
- Attend monthly budget meetings with the Administrative Manager and Partnerships and Fundraising Manager.
- Liaise with the Africa Writes Festival Producer to organise educational events at the festival (in September) for children and young people.
- Liaise with the ASUK Council on their work promoting awareness of African studies in Higher Education.
- Contribute to monthly team meetings and provide quarterly written updates for the Trustees.
- Undertake general project management if funding is secured for the education programme, and other administrative tasks as required.

Person Specification

Experience

1. At least 2 years' work experience: either as a teacher, or as an arts education project manager working directly with teachers.
2. Experience in research projects and sound understanding of evaluation methodologies.
3. Experience in project preparation, budgeting and financial management.
4. Some experience with marketing and using social media.

Skills & Attributes

5. Excellent organisational skills, with ability to successfully multitask and meet deadlines.
6. Excellent written and verbal communication skills, with ability to liaise effectively and empathetically with a wide range of stakeholders.
7. Ability to adapt quickly and respond to changing circumstances (in the context of COVID-19).
8. Responsible independence: ability to use own initiative whilst knowing when to seek advice.

Knowledge & Competencies

9. Excellent working knowledge of the UK school sector and demonstrable understanding of the literacy curriculum in primary schools.
10. Sound understanding of the landscape of contemporary children's literature in the UK, including current debates around diversity and representation.
11. Knowledge of and passion for contemporary African and African diaspora literature.

Application Information

- We regret that due to limited resources we are unable to provide individual feedback on unsuccessful applications.
- We accept applications from those who are based in the UK, and currently have the right to work here. As a small charity, we regrettably are not able to sponsor visas for international applicants.
- We encourage applications from all backgrounds and communities and particularly encourage applicants from global majority backgrounds.

To apply, please send your latest CV (max 2 pages) and a covering letter (max 2 pages) outlining your suitability for the role based on the criteria outlined above to:

Sonia Foday, Fundraising & Partnerships Manager, at sf30@soas.ac.uk

Deadline: February 10th, 2023