



Job Description

Job Title: Bristol School Linking Project Manager

Location: Bristol, UK

Type of Contract: 1 year fixed term, with potential to extend

Hours: 1.5 days per week (11.25 hours per week)

Job Summary:

The Bristol School Linking Project Manager will have responsibility for the day to day running, management and growth of Bristol School Linking. You will work closely alongside our Peace Feast Project Manager and Listening Spaces Project Manager, and will report to the Managing Director.

Key Responsibilities:

The School Linking Project Manager will help with tasks to include, but not limited to, the following:

- Training, equipping and supporting teachers to deliver the linking curriculum.
- Recruiting new schools to Bristol School Linking.
- Effectively and appropriately partnering schools and supporting their partnerships.
- Working with and reporting to our partner The Linking Network.
- Managing and progressing partnerships that will enhance Bristol School Linking's offer to schools.
- Managing communications including Bristol School Linking's social media and communications to stakeholders.
- Organising and facilitating school link school visits.
- Providing support and information required for fundraising for Bristol School Linking.
- Monitoring and evaluating school linking.
- Participating in team meetings, strategy and events at Bridges for Communities.
- Strategise and plan for Bristol School Linking and its growth.
- Managing the budget for School Linking

A summary of the rough schedule for the year is included in the Appendix.

Key Performance Measures:

- 20 schools participating in School Linking during the 2023-24 school year, including retention of 75% of schools who participated the previous year.

- 100% of schools taking part in the first teacher training in the Autumn (CPD1) and at least a third of schools taking part in the second teacher training held in the Spring term (CPD2).
- At least 75% of registered schools attending a school visit each year.
- Continued strong relationship with The Linking Network, meeting all reporting requirements as well as continued strong links with partner venues
- 2 updates on the Bridges blog as well as short report in the Bridges Impact Report.

Other Expectations

- Linking Network calls once a term
- Linking Network report and phone call required once a year
- Weekly Bridges for Communities team meetings
- Meet every 2-3 weeks with your line manager

Essential Skills & Experience:

- Excellent communication skills and confidence talking to teachers, heads and schools
- Good organisation skills for partnering, organising and monitoring school partnerships
- Excellent initiative and ability to plan ahead

Desirable Skills & Experience:

- Experience working with schools
- Experience of project management
- Ability to manage and monitor social media accounts and to use Canva
- Experience of using databases to find information and store information
- Ability to develop and adapt teaching resources

Appendix: A School Linking Year

September – October (term 1)

- Partnering:
 - Partner schools that have registered to take part in school linking and introduce schools to their partners
- School recruitment:
 - Contact all schools who have taken part in school linking previously
 - Searching for and utilising contacts within academy chains and getting in newsletters etc.
 - Social media recruitment drive
 - Cold-emailing schools that it would be helpful to have part of school linking (inner-city schools usually).
- Teacher Training – CPD1:
 - Organise 2 or 3 CPD 1 dates, mid-Sept, early Oct, end of Oct
 - Communicate CPD 1 dates to schools and get them booked in
 - Prepare for and deliver training alongside The Linking Network

November – December (term 2)

- Recruitment and training mop up
 - Continuing to recruit schools to match those who don't have partners.
 - Train schools that have registered late (this sometimes goes into January too)
- Follow up with school partnerships to check if they have got started with the project.
- School Visits:
 - Start to plan with partner organisations potential school visits for the Spring and Summer term

January to April (terms 3& 4)

- Training – CPD 2
 - Organise 2 or 3 CPD 2 dates
 - Communicate CPD 2 dates to schools and get them booked in
 - Prepare for and deliver training alongside The Linking Network
- School Visits
 - Organise school visit opportunities with partner organisations
 - Communicate school visit opportunities to schools and get them to start booking
 - Potentially attend school neutral venue visits that are taking place

May to July (terms 5&6)

- School Visits
 - Finalise school visit plans and content with partner organisations
 - Encourage schools to book school visits
 - Attend school visits
- School Linking Celebration Week
 - Communicate linking week plans & encourage schools to take part
 - Report plans and what happened to Linking Network

- Evaluation and Monitoring
 - Consider evaluation of project and how this will take place.
- Recruitment
 - Start recruitment of schools for next year's project

School holiday or quiet period jobs:

- Evaluation of project/strategic planning/expansion. Possible expansion areas include:
 - Secondary Schools
 - Mainstream/Special school linking
 - Including places of worship as visit opportunities
- Follow up on recruitment and build relationships with other networks
- Build partnerships with cultural venues/organisations for school visits
- Getting to know and reviewing school resources and training materials.
- Prepare a termly newsletter for heads and teachers to share what's been happening and what to look forward to.

Current Neutral Venue Partners

- The Arnolfini
- The RWA
- St Paul's Carnival
- Bristol Beacon
- Tyntesfield