

Extra-Curricular Learning Manager Job Description

ORT is a global education network driven by Jewish values. We are passionate about unleashing the potential of young people so they can lead fulfilling lives and have a positive impact on the world around them.

Since our foundation in 1880, ORT has been transforming lives through training and education. From focussing on teaching 19th century Russian Jews essential trades and professions, we have evolved to provide 21st century skills to empower people and strengthen communities. Our network now reaches more than 200,000 people a year in more than 30 countries. We provide a combination of high-level science and technology education with strengthened Jewish identity; bridging the gap between ability and opportunity – and ensuring the continuity of Jewish life worldwide.

LOCATION: London, NW1 (Hybrid working)

SECTOR: Education, not-for-profit

HOURS: Full time

SALARY: £32 - £36k

TO APPLY: Please complete the application form and send it to recruit@ort.org

ROLE OVERVIEW:

The Extra-Curricular Learning Manager is a key role within World ORT's Education Department responsible for delivering projects that benefit the international ORT network. The role offers variety and the chance to make an educational impact by adding value to ORT schools and colleges all over the world.

We specialise in preparing for the rapid changes in the fields of education and work, and to make ORT the first choice for our students and their families. We aim to keep our educators at the forefront of educational trends so that our students can thrive.

ORGANISATIONAL POSITION:

This position sits in the Educational Department of the Chief Program Officer's Division and reports to the Head of the Education Department.

KEY RESPONSIBILITIES (but not limited to):

- The management of two of ORT's Summer School programs:
 - the annual Ecology Summer School in Panama for 28 ORT high school students from Latin American schools
 - the annual Digital Skills Academy in Bulgaria for 28 ORT high school students from European schools.
- The management of two of ORT's international Awards programs for students, the Harmatz Awards for Social Responsibility, and the STEM Communication Awards.

- Supporting the management of international training events providing professional development for ORT educators in the fields of management and STEM education.
- Supporting the development and management of ORT's Global Citizenship and Education for Life programs.
- Collaboration with ORT's professionals overseas to plan seminars, training programs for students, collaborative projects for educational purposes, exchange programs and other activities and events related to World ORT's educational strategy.
- Communication, including production of project descriptions, memos, updates and other media, to promote a wider understanding of ORT's educational activities and projects, including Education Department projects and those of ORT national organizations.
- Supporting the fundraising, PR and marketing of ORT's educational projects, supporting the preparation of applications to potential sponsors of projects and providing progress and financial reports.

Review Arrangements:

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised, and updated in consultation with the post holder to reflect appropriate changes.

SKILLS AND PERSON SPECIFICATION:

- Excellent communication with high proficiency in both written and spoken English.
- Proficient project management and strong organizational skills with a commitment to follow-through the lifecycle of a project.
- Capability to plan effectively and work well under pressure, to use initiative, problem solve and pay attention to detail.
- Excellent interpersonal skills and ability to develop strong professional relationships with ORT's educators and supporters all over the world.
- The sensitivity to understand the need for flexibility when working with people from diverse cultures and nationalities.
- Commitment to your Continuing Professional Development.

OFFICE ADDRESS:

ORT House, 147 Arlington Road, London, NW1 7ET

HOURS OF WORK:

Office hours are 09:00 – 17:30 Monday to Thursday and 09:00 – 14:00 on Fridays.

This role may involve working out of hours and occasional international travel.