

## Job Description

**Post Title:**                **Regional Education Officer**

**Responsible to:**    **Senior Education Officer / Head of Education and Media**

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**Responsible  
for:**                    **n/a**

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### **Main purposes of the Job:**

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1.    Speaking to students, young people and community groups about the work of LIFE and 'life' issues.
2.    To provide accurate, efficient and customer focused administrative support to all LIFE's services.
3.    To provide additional clerical/officer support within LIFE as required.

### **Key Achievement Areas:**

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1.    To organise and carry out LIFE Education work at primary, secondary levels, including Sixth Form.
2.    To make regular written contact with schools, colleges and other educational establishments on a regular basis to inform them about LIFE Education.
3.    To main a database of schools, colleges and other venues visited and pass this information on to Head Office.
4.    To network on a regular basis with teachers and others involved in Education in your region to promote, and widen the knowledge and understanding of the range of work and support services provided by LIFE Education.
5.    To attend and speak on behalf of LIFE at LIFE Sundays when practicable.
6.    To maintain a good working relationship with LIFE groups in your area and attend group meetings as appropriate.
7.    To regularly attend, participate and contribute towards Education Team meetings.
8.    To maintain open dialogue with Line Manager/Head of Education and Media and reporting as requested and deemed appropriate.
9.    To keep all filing and administration accurately updated and well maintained.
10.   To complete daily tasks in line with LIFE's Service Standards Charter
11.   To carry out any other duties appropriate to this post as required.

12. To abide by and take responsibility for the implementation of LIFE's Equality Policy in all aspects of service delivery and working practice. To contribute positively to identifying and developing service improvements which respond to diversity issue.

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**Key Personal Contacts:**

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**Internal:** Education Officers, Head of Education and Media

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**External:** Supporters and groups, service agencies (where appropriate), partnership organisations and other charities

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**Special Features of Job:**

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No job profile can cover every issue which may arise within the post at various times, and the jobholder is expected to carry out other duties as requested by management from time to time.

**Section Organisation:**

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**Prepared by:** Anne Scanlan July 2014, Head of Education and Media

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Person Specification		
Business Management / Service Delivery	Essential (Tick)	Desirable (Tick)
<b>Experience/Knowledge/Qualifications</b>		
Educated to degree level or equivalent relevant professional qualification	✓	
Proven experience of working within a charity in a similar role		✓
Ability to produce clear, concise and accurate written work, adapting to perceived audience, on a range of issues	✓	
Knowledge and practical experience of using appropriate IT and commitment to ensuring highly professional standards are maintained	✓	
Understands the importance of equality for all people	✓	
<b>Personal Qualities</b>		
Ability to work with people at all levels	✓	
Positive outlook with approachable personality	✓	
Ability to work on own initiative	✓	
Handles pressure of meeting deadlines and supports others where possible	✓	
Ability to prioritise workload and plan time	✓	
Commitment to own personal and professional development	✓	
Commitment to the aims, mission and values of the charity	✓	
Commitment to quality, best practice and best value in all aspects of the Charity's operation	✓	