



JOB DESCRIPTION

Job Title: Gender Action Project Co-ordinator (England)
Hours of work and leave: 22.5 hours (3 days) initially for 2 years, extension subject to funding. Holiday entitlement: 25 days plus bank holidays (pro rata).
Location: Sheffield office based (with hybrid / remote working possible with occasional travel to the Sheffield office required.)
Salary: £31–34,000 (FTE)

1. Main Purpose:

To ensure the smooth running and future development of the Gender Action school award, with a particular focus on school recruitment, and building strong and strategic stakeholder relationships.

2. Accountability:

To be accountable to the Gender Action Manager and then to the Executive Committee of Trustees of DECSY.

3. Context:

The Gender Action Project Worker will ensure the growth and scale of the Gender Action (GA) programme, a tried and tested tool, ready to use, that will create and strengthen pathways to STEM subjects for women and girls through expanding national participation in addressing gender inequality and gender stereotypes through whole-school approaches.

Since a fully evaluated London pilot, the programme has evolved into a school charter-mark scheme that promotes and encourages nurseries, schools and colleges to commit to gender action, and, through resources and training, supports schools in developing and implementing gender action plans. Gender action plans are developed across key [focus areas](#) including

- Personal Practice: involving all staff within the school to ensure everyone is working towards gender quality, trained to play an active role, and aware of the effects of unconscious bias
- Student Voice: supporting children and young people to understand and challenge gender injustice and stereotypes, allowing them ownership of the issues
- Curriculum and Learning: balancing resources and curriculum to ensure equal opportunities and that learners are able to choose subject and activities based on their preferences and skills
- Progression, Choices and Jobs: opening learners' eyes to the diversity and range of options available for their future, without their own or others' gendered expectations
- Internal and External Communications: ensuring communication materials to parents/carers, students, staff and wider community are not reinforcing gender bias
- Engagement with Parents/Carers, and the Wider Community: involving parents/carers in a whole-school community approach to address gender equality in wider life.

New funding is allowing the Gender Action charter mark to be rolled out across England.

4. Main Duties

- Ownership of several key work streams; project planning and management
- Budget management, including forecasting and reporting
- Processing and assessing (along with GA managers) school applications at Initiator, Champion and Beacon level.
- Contributing to the development of GA at Beacon Level.
- Ownership of multi-channel communication campaign – writing engaging copy for marketing emails, social media posts, editing blogs, managing twitter feed
- Speaking publicly in a compelling and confident manner
- Managing website updates and all teacher enquiries via the dedicated Gender Action inbox
- Contributing to the shaping of workshops with senior stakeholders, briefing participants, and leading on organisation and admin
- Accurate and concise project reporting for internal and external audiences
- Contributing to building relationships with senior stakeholders in Multi-Academy Trusts, charities, universities and other useful organisations
- Supporting the exploration of the viability of funding models for sustainability
- Co-ordinating Gender Action Consortium meetings – dates, agenda, minutes

5. General:

To carry out other duties within the character of this Job Description, as defined by the Executive Committee and agreed with the other DECSY staff members.