



Education Officer - Job Description

Job Title	Education Officer
Location	MyBnk offices, 3 Bath Place, This role requires frequent travel around London with working hour flexibility offered around school delivery Working from home available on none delivery days
Duration	Permanent contract Looking for full time hours to be filled, but open to taking on multiple part-time positions to fulfil these hours.
Reporting to	Education Delivery Manager London
Salary	£32k plus generous benefits package and training budget
Closing Date	This is rolling, we will close it when we find the right candidate
Interviews	In person interviews preferred.

Can you engage and inspire young people?

Do you have a creative facilitation style that leaves a lasting impression?

Then being a MyBnk Education Officer might be for you...

Background

MyBnk is a UK charity that delivers expert-led financial education programmes to 5-25-year olds in schools and youth organisations – direct, virtually and online. Our mission is to empower young people to take charge of their future by bringing money to life through innovative, high impact and high energy workshops.

The Role

You will join the MyBnk Education Team to create, design and deliver workshops in schools, colleges, and youth organisations.

This includes:

Workshop Delivery

-  Deliver a variety workshops in primary, secondary schools and colleges across London for age ranging from 7-18 year-olds.



- ⚡ Deliver an accredited course for youth organisations across London for age ranging 16-25 year-olds.
- ⚡ Work with a diverse group of young people from different backgrounds with varying needs
- ⚡ Bring energy and innovation to the learning environment with a style that is clear, concise and relevant.
- ⚡ Committing to becoming an expert in delivering financial education by committing to develop knowledge and understanding of topics that inform our workshops.
- ⚡ Able to travel to locations up to four days a week for delivery.

Programme Development

- ⚡ Work with MyBnk's London Delivery Manager to develop and enhance our workshops and programmes, in line with MyBnk standards.
- ⚡ Keep training materials up to date amending where necessary, providing honest and timely feedback on the programme to the MyBnk team.
- ⚡ Representing MyBnk at external organisations, managing and fostering positive stakeholder engagement
- ⚡ Take ownership of specific projects that relate to MyBnk's overall mission, such as our Youth Ambassador Programme.
- ⚡ Manage and inspire staff, interns and / or apprentices on specific projects.

Other Responsibilities

- ⚡ Become a part of the wider MyBnk team, actively participating in trainer forums, Education and full team meetings and events, and sharing good practice.
- ⚡ Involvement in other relevant MyBnk operations, such as contributing to our communications team blogs and social media or helping research for our business development team.

Person Specification:

We want to ensure that our staff represent the young people they support so they can provide meaningful, authentic education opportunities. We therefore encourage applications from those with lived experience of disadvantage, those of an ethnic minority background and men, all of which are underrepresented in our School Age Education Team. MyBnk will not discriminate, ensuring that each candidate is assessed only in accordance with ability to perform the role.



You must:

- ⚡ Have a unique and creative style of delivery, and ability to engage young people, taking them on a memorable learning journey.
- ⚡ Have a minimum of two years' experience delivering content to young people. Ideally you will have worked with different types of young people, varying in group size, age, background, ability and setting.
- ⚡ Bring diversity of thought to the role, exploring how our thinking and the thinking of the young people with whom we work with is shaped by culture, background and experience.
- ⚡ Be able to engage young people you are meeting for the first time within different settings including mainstream classrooms, community centres, alternative education organisations (e.g. Pupil Referral Units, YMCAs).
- ⚡ Have an interest in finance and becoming an expert in this topic.
- ⚡ Experience of developing and designing content for young people (in-person or online).
- ⚡ Be highly creative, with the ability to think on your feet and embrace new ideas.
- ⚡ Can show initiative and work both as a team and on your own to see tasks through, from initial ideas through to completion.
- ⚡ Have excellent people skills and the ability to build and maintain relationships with teachers, youth workers and senior management within schools, colleges and local authorities.
- ⚡ Have a fluent command of English.
- ⚡ Have the right to live and work in the UK.

Inclusivity

MyBnk is committed to building an inclusive culture and working environment that promotes a sense of safety and belonging for our staff to feel supported to achieve their potential.

We know there is further to go and so we have established an Equality, Diversity and Inclusion Committee, which works with the wider MyBnk team to ensure that we are listening, learning and constantly evolving to root out and tackle racism in all its forms.



Benefits

Our organisation currently has 50 staff with a Head Office in central London. We pride ourselves on being a great place to work with a culture which is genuinely inclusive and progressive. A lot of our team have been with MyBnk for many years.

Each department has their own event each year (which they get to choose) as well as an overall team Christmas and summer office party. Here's what a couple of our long-term people say about the culture at MyBnk:



“Working for MyBnk is like being part of a family! A really fun, creative and collaborative atmosphere full of people keen to succeed and make a real difference.”



“Nowhere else I've worked has had such a strong feeling of togetherness and camaraderie as MyBnk. Being a part of a small team, all of whom are clearly working towards the same goal with the same passion is a wonderful experience.”

Furthermore, MyBnk offer the following additional benefits:

- ⚡ 25 days per year annual leave, pro rata full time equivalent (plus bank holidays, and three days off at Christmas).
- ⚡ Pension scheme.
- ⚡ Income protection insurance.
- ⚡ Death in service insurance.
- ⚡ Cycle to work scheme.
- ⚡ Annual training allowance.
- ⚡ Enhanced maternity, paternity and adoption leave and pay.
- ⚡ Flexible working policy.
- ⚡ Season ticket loans.

Application Process

Please send a CV and covering letter to jobs@mybnk.org. Please state if you have particular contract preferences including availability.



Any questions?

If you have any questions about this role, please consult our [website](#) or contact Wendy Grace, Education Delivery Manager London – on 020 3581 9920 or email wendy.grace@mybnk.org