

## Mindfulness in Schools Project

### Job description

<b>Job Title</b>	Pathway and Projects Manager
<b>Salary</b>	£35,000 FTE
<b>Hours</b>	21 hours per week (3 days)
<b>Reports to</b>	Head of Training
<b>Location</b>	Working from home with occasional requirement to attend meetings in Tonbridge, London and to represent MiSP at locations elsewhere as required.

### Main purpose and scope of role

Mindfulness in Schools Project (MiSP) has been working in schools and other youth-related contexts for over 10 years and is widely recognised as the originator and leader in the field of mindfulness in education. Our vision is that every child and young person should have the opportunity to learn mindfulness skills to help them manage difficulty and be able to flourish.

The Pathway and Projects Manager will deliver the School Mindfulness Pathway programme, establishing it as a practical framework to support the implementation of mindfulness in schools and increasing its adoption. Working closely with the wider MiSP team, they will ensure that the Hub provides up to date, accessible and relevant resources and information to MiSP growing membership base. They will also project manage the delivery of ad hoc funded projects as required.

The postholder will work collaboratively with colleagues to promote MiSP's work and to ensure that MiSP continues to provide services of the highest quality and that our excellent standards of customer service and care are maintained.

The Pathway and Projects Manager will report directly to the Head of Training.

### Duties and Key Responsibilities:

#### School Mindfulness Pathway Lead

- Managing the School Mindfulness Pathway programme:
  - Ensuring the programme provides a practical framework for the implementation of mindfulness in schools:
    - In line with research evidence
    - Accessible to all types of UK school or other educational setting
    - Containing appropriate resources and information to support school journeys
    - Consistent with other MiSP content, terminology and advice
    - Taking into account feedback from relevant stakeholders
  - Working with the Head of Training to ensure that relevant training and events are in place to support the School Mindfulness Pathway

- Working with the Head of Curricula and the Head of Teacher Development to update content and create new materials and resources where appropriate, ensuring they are of the highest quality and align with other MiSP materials, terminology and branding
- Working with the Membership Support Manager, Marketing Manager and wider team to ensure accurate information is provided to members of our community and to the general public:
  - Ensuring accurate descriptions are used on the MiSP website and on other promotional material
  - Ensuring the logistics of applying to the School Mindfulness Pathway are coherent and accessible
  - Providing workshops / webinars / surgeries to MiSP audiences as required
  - Ensuring trainers are able to promote the School Mindfulness Pathway to course participants and Hub members
  - Writing regular articles and blogs to inspire our community and support our key messages
- Reviewing and approving applications to the School Mindfulness Pathway and ensuring appropriate records are maintained on our database
- Liaising directly with schools who may need additional support in adopting the School Mindfulness Pathway
- Identifying and creating case studies showcasing good practice, variations of implementation and inspirational journeys
- Identifying instances where our curricula are not being taught as intended or in line with our terms, and liaising directly with teachers to understand their activities:
  - Engaging in open and curious dialogue
  - Reporting ongoing concerns to the Designated Safeguarding Lead and the CEO
  - Providing ongoing support to those teachers as appropriate
- Staying up to date with developments in the mindfulness and education sectors more broadly to ensure that MiSP retains its reputation as expert on implementing mindfulness in schools

## Hub Development

- Working with the Membership Support Manager and other colleagues to ensure that the membership Hub experience is optimised to encourage the retention of existing members and the recruitment of new members:
  - Information is up to date, accessible, relevant and in keeping with sector developments
  - Hub developments take account of feedback from stakeholders
  - Exclusive offers are available to Hub members which are attractive and appealing
  - Materials and resources are consistent with the MiSP brand

## Project Manager

- Project managing the delivery of funded projects:

- Being the primary contact point for funders
- Ensuring that activities remain on track and on time as per funding agreements
- Delivering reports to funders as required
- Identifying and resolving issues arising
- Liaising with stakeholders to encourage funded projects:
  - Supporting the Enquiries team and Membership Support team with enquiries
  - Liaising directly with stakeholders via webinars and email as required
  - Working with the Head of Training and the Head of Finance to identify suitable timelines and budgets for prospective projects
  - Supporting the CEO to ensure that prospective projects are won where appropriate

## Lead Trainer

- Maintaining own MiSP expertise by regularly delivering at least 9 full days of training per year
- Delivering MiSP's ongoing activities supporting mindfulness practice and teacher development as required: sitting sessions, information webinars, workshops, surgeries, retreats, ad hoc events, others as required.

## General activities

- Participating in team meetings and events as appropriate
- Communicating regularly with the team to ensure they are aware of activities underway to support our community
- Representing MiSP at events as required
- Supporting the development and implementation of the organisation's strategy
- Abiding by the organisations policies and practices
- Undertaking continuous professional development as appropriate
- Undertaking any other duties as reasonably requested

## Person Specification

### Essential

- Extensive experience of delivering mindfulness in schools and other educational settings
- Experience of working as a teacher in schools
- Commitment and enthusiasm for supporting schools to embed a sustainable model of mindfulness in their settings
- Expert knowledge of mindfulness training and development pathways for mindfulness teachers
- Enthusiasm for communicating with and supporting school communities
- Excellent written communications skills with attention to detail
- Well organised and able to prioritise work, managing a varied workload in a timely fashion and working proactively with a 'can-do' attitude
- Personable: a good team player who is flexible, approachable and kind
- Demonstrable experience of managing projects to time and to budget
- Excellent IT skills, ability to work with Word, Excel and databases

- Personal mindfulness practice

## **Desirable**

- Knowledge of WordPress

## **How to apply**

Suitable candidates should please send a one page CV and a one page covering letter to [sarah.ingram@mindfulnessinschools.org](mailto:sarah.ingram@mindfulnessinschools.org). The deadline for applications is 23:59 on **Tuesday 25<sup>th</sup> May 2021**. Candidates will be short-listed and invited to interview in the week commencing 7<sup>th</sup> June 2021.

Please complete this anonymous form: [2021 MiSP Team Diversity Audit | Mindfulness in Schools Project](#)

**Thank you for your interest in our charity.**