

Education Programme Officer (East of England)

Job Description & Personal Specification

Responsible To:	TBC
Contractual Hours:	Part-time 21hrs (across 4 days)
Contractual Type:	Permanent Contract
Salary Level (Per Annum):	£25,000 Per Annum (£15,000 pro rata) plus 5% pension contribution
Annual Leave Entitlement:	25 Days (15 days pro-rata) Plus Public Holidays and days between Christmas and New Year

Are you passionate about children's safety and have the skills and experience to excel in this role and help reclaim the internet for young people? We would love to hear from you!

Breck Foundation

Breck Foundation is at the forefront of efforts to safeguard children and young people online. Our organisation was founded in 2014 in response to the tragic loss of Breck Bednar, a 14-year-old boy who was groomed and murdered by someone he met online. Our work aims to prevent this from ever happening again. Our work saves lives. We reach thousands of children and young people in schools and other community settings with Breck's story every year. Our talks and educational materials fill a gap in the current UK curriculum that otherwise leaves children vulnerable to online grooming and exploitation.

With 98% of young people now active internet users, current and future generations grow up having to navigate new and evolving digital dangers. We are committed to making the internet a place where children can live, play and thrive in safety. We are helping young people reclaim the internet.

The Role

Children's online safety is both an important and an urgent issue and the need for our unique work here at Breck Foundation is greater now than ever. The primary purpose of this role is to help children and young people take practical steps to become more digitally resilient and be safer online. Our **East of England Education Programme Officer** will introduce the highly impactful Breck's story into schools and other youth and community spaces and deliver inspiring, educational talks to students, parents and guardians, teachers and other groups in a 'whole community' approach.

The role is fully remote, but post holder will be willing and able to easily travel to various locations within the East of England as and when necessary to fulfil the requirements of the role as well as to engage with colleagues virtually and in person in London four times a year.

Main Duties and Responsibilities

Programme Delivery

- Coordinate all practical arrangements necessary for successful delivery and post-delivery activities in schools, including the timely transmission of digital files; and liaising with relevant colleagues to ensure timely delivery of materials and promotional merchandise to schools.
- Responsibility for delivering sessions tailored to educate/inform children/parents and teachers as well as carrying out all pre- and post-delivery engagements.
- Respond to any questions, disclosures or safeguarding concerns raised during sessions and follow up where necessary with the school safeguarding team or, where consent is secured, make onward referrals for additional support in specific cases.
- Contribute to the continuous development of all aspects of the programme, sharing new ideas and using best practice, including keeping programme presentations up to date or, when applicable, working on this together with relevant colleagues, ensuring that presentations used in schools across the organisation are always uniform and consistent.
- Maintain accurate records of programme activities, including record of input, output, and impact as well as demographics data, and monitor and periodically evaluate and report on impact.

Stakeholder Development/Management

- Seek and maximise opportunities for building relationships with groups of schools (primary and secondary) and relevant education/teaching groups, unions and networks, with a view to raising the profile of the programme and generating interest in it.
- Develop and manage ongoing relationships with individual schools to secure their repeat, annual participation in the programme or repeat bookings for paid presentations.

Publicity/Marketing/Communications

- Promote the offer to all types of schools (state and private), working with relevant colleagues to create impactful publicity/marketing assets and to make contact and register schools' interests.
- Maximise opportunities for generating communication assets and publicity during delivery in schools, including through video recordings, photographs, testimonials, Vox Pops, collection of social media handles for mentions etc., ensuring to follow school guidance and secure necessary permissions.

Additional Duties and Responsibilities

- Objectively review the successes and achievements against agreed objectives, identifying strengths, weaknesses and risks, as well as suggesting improvement.
- Depending on experience and qualifications of post-holder, to be receptive to any other duties as required, in line with the needs of Breck Foundation.
- Develop and maintain good working relationships with colleagues and other professionals, and to participate in team meetings.
- To participate in personal supervision in accordance with Breck Foundation's supervision and performance appraisal policy and attend agreed training as relevant.
- At all times to carry out the responsibilities of the post in a manner consistent with promoting equalities and diversity and demonstrate respect for colleagues and Breck Foundation's aims and values.
- To maintain an awareness of own and others' health and safety, comply with Breck Foundation's Health and Safety policies and procedures and lone working policy.
- Some evenings and weekend are involved with time recovered flexibly or time off in lieu taken where agreed with the line manager.

Job Description

The following are the qualities we believe to be necessary to do this job. In your application, you should clearly show how your skills/experience and potential meet the required points under 'Abilities/Experience', 'Qualification', and 'Knowledge/Skills' as the short-listing decision will be based on assessment against these criteria. Where possible give examples:

Abilities/Experiences

- Experience of generating new engagements from schools to deliver activities on the schools' premises and/or ability to engage schools in a compelling manner to secure their participation in the programme.
- Experience of delivering educational training or other educational sessions.
- Ability to passionately deliver educational presentations to children of all age groups in an age-appropriate style and engage a young audience empathetically and tailor sessions to meet diverse needs, including SEND audiences.
- Emotional resilience and the ability to manage sensitive subject matter and disclosures in a calm, professional and compassionate manner.
- Ability to always observe safeguarding policy and best practices.
- Experience of creating digital content for a variety of audiences, using PowerPoint or similar software.
- Experience of effective relationship building, both internally and externally.
- A clear passion for working with and for children and young people to keep them safe online.
- Demonstrable ability to effectively plan and prioritise own workload with minimum supervision.
- Ability to buy strongly into strategic objectives and reflect passion for Breck Foundation's work with and for young people.
- A full UK driving license and access to a vehicle, with the ability to travel independently across the East of England, including early morning starts to meet school timetables.
- The successful candidate will be required to undergo an Enhanced DBS check

Desirable:

- Experience of working within a charitable environment.
- Experience in education or safeguarding.

1. Qualifications

Desirable: Relevant qualification in Project Management, Education, Safeguarding or other related fields.

2. Knowledge/Skills

- Strong verbal and written communication skills.
- A good understanding of topics such as online grooming, child sexual exploitation and abuse, digital literacy, digital wellbeing, digital resilience and online safety.
- Advanced knowledge of safeguarding legislations, policies and practices relating to children and young people.
- Awareness of the current online trends in games, apps, socials and other online platforms.
- Knowledge of GDPR and commitment to Breck Foundation's data protection and confidentiality policy and practices.
- Awareness of the principles of equality legislation and ability to support the promotion of equality and diversity in the delivery of the programme.

3. The competencies applicable to the post are:

Self-development and Learning

- Willingness to improve learning and participate in any identified capacity building and good practice sharing events.

Teamwork

- Ability to cooperate with colleagues. Also, able to see the bigger picture, how own work fits into a wider organisational objective and strategy.

Self-discipline and Organisation

- Experience and ability to manage and prioritise workloads paying attention to detail.
- Good organisational skills and ability to manage time effectively to maximise output
- Able to use technology to monitor, analyse and report work.

Networks and Partnerships

- Ability to engage with various Breck Foundation partners and stakeholders and secure their continuous support for Breck Foundation's work.

Communicating Effectively

- Ability to communicate to a high standard both face-to-face and electronically, to a wide range of people and in a variety of settings.
- Ability to liaise with colleagues in collating information/data; to include ability to produce written reports to a high standard.

Innovation and Finding Solutions

- A proactive and 'can do' attitude to problem solving.
- Ability to use own initiative in decision making and produce required results with minimal supervision.

Recruitment Process

Closing date: Monday 9th February 2026 at 10am
Shortlisting: By Thursday 12th February 2026
Interview (online): From Tuesday 17th February 2026
Start date: 1st March onwards