



## **We are looking for a volunteer assistant to help with a pilot**

### **ROLE DESCRIPTION**

We're looking for the right person to assist Jo Stow, our *Common Good Schools* Project Leader, as she coordinates a pilot of a new primary school resource with 40 primary schools.

This is a working from home role that would suit someone with an education background, for example, a recently retired primary senior leader, a former school secretary or office manager. It might also suit someone in education working part-time who is looking for an additional role, or someone with stay-at-home caring responsibilities.

**Remuneration:** We see this as a voluntary role. However, a modest fee can be negotiated if needed. There is a possibility that the role could continue beyond the pilot on a paid basis. We are a very small Christian charity operating on a tight budget.

**Dates and timing:** Two periods, between 16 April and 31 July, then between 1 September and 20 December. 8 - 12 hours per week. Timing flexible, to be arranged.

The role will involve:

1. Helping to set up a simple method of gathering data/feedback from participating schools
2. Implementing and managing data/feedback gathering
3. Communicating with key leaders in these schools, helping to organise online group meetings with leaders as well as some individual meetings
4. Supporting Jo to help her manage the timeline, ensuring that the pilot runs successfully
5. Working remotely online, connecting by Zoom, email and WhatsApp.

Key skills and experience:

- Education background and familiarity with school life, ideally at primary level
- Experience of communicating efficiently with key school leaders
- Excellent written and verbal communication skills to gather relevant information
- Experience of data handling: use of Excel essential, SurveyMonkey desirable
- Reliability, accuracy, ability to take the initiative
- Practising Christian

### **About Common Good Schools:**

[Common Good Schools](#) is an initiative of [Together for the Common Good](#) (T4CG), a small Christian charity dedicated to spiritual and civic renewal, drawing on Catholic Social Teaching. T4CG is a Registered Charity, No. 1172113.

**TO ENQUIRE:** please write a note setting out why you would like to help, what equips you for the role, and details of your skills and experience. References will be requested at the appropriate time. Please send to Louise Lambert, [louise@togetherforthecommongood.co.uk](mailto:louise@togetherforthecommongood.co.uk). Thank you.