

QUINCENTENARY PROJECT MANAGER

JOB INFORMATION



RGS



QUINCENTENARY PROJECT MANAGER

2-year fixed term contract from Spring 2024 until Spring 2026

For external candidates we are offering a fixed term contract, for internal applicants a secondment into the role (for two years) will be considered. The role is the equivalent of 30 hours per week, all year round, although the exact working pattern is to be agreed with the successful candidate.

Newcastle upon Tyne Royal Grammar School
To start as soon as possible.



THE POSITION

We're looking for a colleague to provide support and extra capacity to the External Affairs Department, to deliver a programme of activities to celebrate RGS's 500th anniversary in 2025. The postholder will **project manage** Quincentenary activities, but crucially, will also provide the existing team with additional resource/personally help to **deliver** the planned activities.

The role reports to the Director of External Relations and will work closely with the other members of the Quincentenary Project Team, including the Head of Digital Media, Events Manager, Archivist and Development Manager (Editorial).



Job Description: Quincentenary Project Manager

Closing Date: 9.00am Monday 15th April 2024

Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk



THE SCHOOL

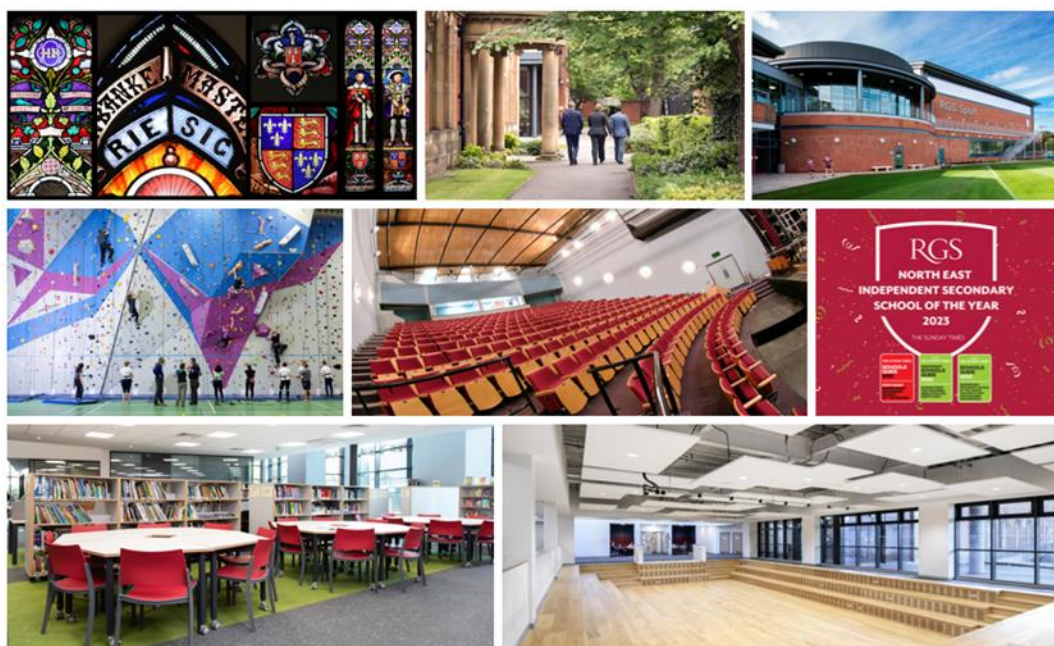
Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools.

In 2023, RGS was named overall 'Independent School of the Year' in The Telegraph Group's national awards. RGS also consistently tops the region's academic league tables and was awarded the Sunday Times' 2024 North East's Top Independent Secondary School, both the overall winner and for Academic Performance. While we pride ourselves on academic excellence, we are just as well known for our high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13) and our academically selective places are highly coveted. We have more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 340 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station and our excellent transport links attract students from far and wide. The school occupies over 30 acres of land and has state-of-the-art facilities, including a 25m swimming pool, two Sports Halls, five new art studios, a new library, a new Sixth Form Centre, a Performing Arts Centre with professional-standard theatre, several outdoor football/rugby pitches, an artificial turf pitch and the former County Cricket Ground.

RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities, but also leave the school realising that life outside the classroom has been equally beneficial.



Job Description: Quincentenary Project Manager

Closing Date: 9.00am Monday 15th April 2024

Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk

OVERALL OBJECTIVES

The overarching objectives of the Quincentenary celebrations are:

- Celebrate what we have achieved in the past 500 years (since Thomas Horsley pledged his legacy to RGS) and look ahead to a **shared vision**.
- **Broaden and deepen engagement** across all stakeholder groups (*students, Old Novos, current/former parents, current/former staff, current/former Governors & Trustees, trust and corporate funders, State school partners, media, policy makers, influencers*)
- Give a focus for **raising further funds** for the RGS Gives Campaign, which raises funds for Bursaries, Partnerships and Capital Projects.

Our planned activities are:

- Spring 2025 to Spring 2026 is the key window of celebration.
- The Quincentenary activities are **fully integrated** with our usual programme of events/publications, with ‘embellishments’ and increased participation.
- Galvanise our community behind the RGS Gives Campaign and specific 500-related bursary/partnership/capital objectives.
- Be Conscious and sensitive to the financial constraints of the school, and current political and economic environment.





MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Director of External Relations, the Quincentenary Project Manager's overall responsibilities will include (but are not limited to) the following and may be altered from time to time:

Project Management

- Coordination of the schedule of activities planned for the Quincentenary, including the overall project plan and allocation of tasks, ensuring colleagues across the school deliver according to deadlines.
- Organise, chair and administer regular Project Team meetings.
- Monitor and report on budgets relating to Quincentenary activities.

Supporting Research

- As required, assist the Archivist with practical support researching the '10 themes' which will form the basis of much of the collateral and events we will produce.
- Support the output of research that reflects the historical significance and accomplishments of the school over the years. The themes are:
 - Buildings
 - Traditions and school life
 - War
 - Royal heritage
 - Academic
 - Performing Arts
 - Sport
 - Co-Curricular (societies and character)
 - People
 - Impact on the city
- Working with colleagues including the Head of Digital Media and Marketing and Communications Manager, to create interactive webpages to showcase the themes.
- Help to harvest/incorporate the testimonies and memories of the Old Novo community.

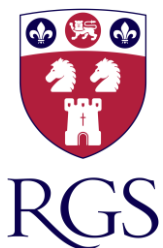
Collateral

- Working closely with the Development Manager (Editorial), support the production of and editing of commissioned publications for the 500th year celebrations including:
 - RGS in 10 themes (content to be used in principally digital format)
 - History of RGS book
 - Special edition of the ONA Magazine
 - Special edition of the Annual Review

Job Description: Quincentenary Project Manager

Closing Date: 9.00am Monday 15th April 2024

Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk



Events

- As directed, provide support to the Events Manager, in order to deliver the Quincentenary events, detailed in the attached timeline. This will include providing support with:
 - Booking and liaising with external venues
 - Managing ticketing options
 - Creating collateral
 - Managing budgets
 - Supporting the management of risks

Safeguarding

- To demonstrate a personal commitment to safeguarding students and colleagues' wellbeing.
- To ensure any safeguarding concerns or incidents are reported appropriately and in line with the RGS safeguarding policies.
- To comply with all safeguarding policies and procedures and the RGS Staff Code.

Other

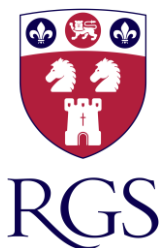
- Participate in training and other learning activities as required and participate in appraisal and professional development.



Job Description: Quincentenary Project Manager

Closing Date: 9.00am Monday 15th April 2024

Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk



QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

Previous experience in a similar role is desirable, but not essential. The Quincentenary Project Manager should demonstrate the following qualities:

ESSENTIAL

- Highly organised, with the ability to be flexible and effectively manage your own workload, multitask, and work in a fast-paced environment.
- Excellent IT skills, including proficiency in the use of Microsoft Excel, Word and Outlook essential.
- Excellent verbal and written communications skills.
- Able to work well as an individual and a team player showing initiative.
- Have a common-sense approach and be an effective problem solver whilst dealing with diverse queries and situations.
- Creative thinker who can stimulate new ideas and build on old successes.
- Prepared to take on tasks and instil others with a flexible and 'can-do' attitude.
- Ability to keep calm in difficult situations.
- A friendly and personable manner, with the ability to build strong working relationships across the school.
- A quick learner with strong attention to detail.
- Ability to establish rapport, and respectful and trusting relationships with colleagues and senior staff.
- Ability to maintain a high level of confidentiality at all times when handling personal information and correspondence and following the schools Data Protection Policy at all times.

DESIRABLE

- Previous experience working in an educational environment.
- Previous experience in an administration role.
- Experience of working with a CMS (RGS uses Finalsite).
- Project Management experience.



LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glass House, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too. There are also a number of good competitor independent schools as well.



Job Description: Quincentenary Project Manager

Closing Date: 9.00am Monday 15th April 2024

Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk



MAIN TERMS AND CONDITIONS

- Start date: as soon as possible pending completion of the successful candidate's pre-employment and safeguarding checks and candidate availability. This is likely to be mid-May 2024.
- The post will report to the Director of External Relations and work with colleagues from across the wider school.
- The role is the equivalent of 30 hours per week, all year round, although the exact working pattern is to be agreed with the successful candidate. The successful candidate will be expected to work on all staff days throughout the year. Details will be shared with the successful candidate.
- All staff are expected to work on the compulsory safeguarding training day at the start of each academic year (date varies each year).
- The successful candidate may also be required to work limited special events e.g., RGS Day and Open Day, with advance notice being given by the school.
- The normal working hours for this role are four days per week, on agreed pattern. The postholder will need to attend occasional events which can be taken as TOIL.
- The salary for this post will be in the region of £34k FTE (IRO £27k pro rata) on the RGS Support Staff Salary Scale depending on experience and skills.
- RGS Support Staff salaries are reviewed on 1st August each year.
- The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff. These holidays are pro rata'd to reflect the term time only, fixed term nature and working arrangements for this role. Holiday pay is incorporated into the annual salary and is split evenly over the term of the fixed term period.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.

Job Description: Quincentenary Project Manager

Closing Date: 9.00am Monday 15th April 2024

Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk



WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.



- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.
- Free use of a well-equipped gym, fitness suite and swimming pool.
- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Invitation to join staff clubs and wellbeing activities during term-time.

Job Description: Quincentenary Project Manager

Closing Date: 9.00am Monday 15th April 2024

Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk



RGS

- Staff social events throughout the year.
- Supportive and friendly community.
- Opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley, or Eldon House.





HOW TO APPLY

Enquiries about this post should be made in the first instance to Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk or call 0191 281 5711.

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter and
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. Please email all documents to jobs@rgs.newcastle.sch.uk by the closing date.

The closing date for this role is 9.00am Monday 15th April 2024

Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis S.Ellis@rgs.newcastle.sch.uk in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

Safeguarding and Safer Recruitment

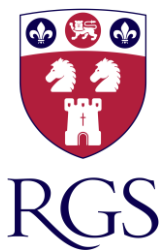
RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2023).

Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

Job Description: Quincentenary Project Manager
Closing Date: 9.00am Monday 15th April 2024
Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk



CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: communications@rgs.newcastle.sch.uk
www.rgs.newcastle.sch.uk



Job Description: Quincentenary Project Manager

Closing Date: 9.00am Monday 15th April 2024

Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk