



**Role: Education Team Lead**

**24 hours per week**

**Salary: £22,276.8 FTE**

**Permanent Contract**

**Pregnancy Options Centre provides free, non-directive help and support to anyone facing an unplanned pregnancy or struggling following an abortion or pregnancy loss. Alongside our counselling service, our Education Team delivers interactive workshops to schools and youth settings across Chichester and the Arun Districts. We provide a safe, non-judgemental learning environment where students feel confident to explore the myths and facts surrounding sexual behaviour, the importance of relationship boundaries, foetal development during pregnancy and the three options following an unplanned pregnancy: abortion, adoption and parenting.**

Pregnancy Options Centre are looking to employ an Education Team Lead to support the work of the charity by leading the education work in local schools and youth settings. The role will involve planning and delivering workshops, recruiting, training and line managing a group of volunteers, contacting and liaising with local schools and networking with other agencies. The Education Team Lead will need to have prior experience working with teenagers, ideally in a teaching capacity.

Applicants will preferably need to be flexible so that their hours can fit around the needs of the schools and youth settings we deliver workshops to.

A 4-Day Relationships and Sex Education Training Course on the latest government RSE guidelines will be provided.

The role is subject to an enhanced DBS check carried out by Pregnancy Options Centre.

As a charity with a Christian foundation, the appointee will be required to work in a way that is actively sympathetic, respectful of and supportive towards the Christian values and work of the Charity.

**Pregnancy Options Centre will accept the role to be taken 3 days/week over 52 weeks or 4 days/week over 39 weeks, during the academic year.**

If you want to have an informal chat about the post, please contact Anna Madge on 01243 784177 (Wednesday – Friday).

If you are interested in applying, please send a CV and covering letter outlining your suitability to the role to Anna Madge on [office@optionschichester.org.uk](mailto:office@optionschichester.org.uk). If invited to interview, you will be asked to give a 5-minute presentation on an aspect of Pregnancy Options Centre's Education Work.

**The closing date for application is Monday 5<sup>th</sup> August 12 noon.**

**Interviews will be held on Wednesday 14<sup>th</sup> August.**

Pregnancy Options Centre (Charity No: 1165555)  
St Johns House, St Johns Street, Chichester, West Sussex, PO19 1UU

**Job Description: Education Team Lead**  
**Salary: £13,366.08 pro-rotta (24 hours/week)**

**Job Summary:**

- To plan and deliver Educational Workshops in Schools, Colleges and youth settings on behalf of the charity
- To support and work within the Ethos of the Charity. To be non-judgemental and without agenda
- To liaise and report to the CEO / Trustees about the direction of the Education Work
- To recruit, train and manage a team of volunteers
- To promote the educational work in local schools and other youth settings

It is desirable that the appointee have experience working with teenagers in a teaching capacity.

**Main Job Responsibilities:**

To network with schools and youth settings / other relevant organisations about the education programme

To manage the Education Team

To organise, provide support and training for the education team

To ensure there is adequate cover for the education hours in schools

To plan and deliver workshops in local schools and youth settings

To ensure that all education team members have relevant DBS checks

To ensure that the education in school policies are current and implemented

To keep educational workshops and resources current and up to date

To work with the CEO / Trustees on the vision and strategy for the education work

To network with other pregnancy centres that are part of the region / Pregnancy Centres Network with a focus on education and current practices

To attend relevant training courses and regional and national events as required

**Responsibility for Staff:** Education Team volunteers

**Reporting Lines:** CEO