



# UNIVERSAL LEARNING SOLUTIONS

releasing infinite potential

**Job Title:** Education Quality Manager

**Salary:** £28,000 – 32,000 depending on experience. Full time position (possibility of part time hours)

**Location:** Based in our Lancaster office with some travel to our Spain and Portugal offices, and travel overseas, mainly to Nigeria.

## Mission

Universal Learning Solutions is a not-for-profit organisation that works with government, educators, donors and experts around the world to provide bespoke services that deliver innovative literacy solutions.

Our work enables and enthuses teachers to deliver high quality literacy tuition and builds the institutional capacity of partners through knowledge and skills transfer. This gives children of all abilities the skills needed to read and write and helps governments meet their global education targets.

## Vision

Our vision is of a world where all children can read and write with confidence and enjoy their right to learn. Through this we believe we can help release a child's infinite potential.

## Primary Role

The primary role of the Education Quality Manager is to oversee the technical aspects of our literacy programmes and the implementation and management of one or more literacy projects in Nigeria.

## Specific Responsibilities

The Education Quality Manager will manage a variety of literacy projects, as well as advising and implementing key technical strategies in relation to literacy across the entire programme. This is a demanding role, which will require high levels of interpersonal, technical and project management skills. The primary focus will be to ensure that Universal Learning Solutions' projects deliver the desired impact to the lives of millions of government school children in this challenging region.

Specific responsibilities will include:

### **1) Material Development**

- A) Leading on Nigerian pilot literacy projects with assistance from local and UK project staff.

- B) Leading on the development of new materials, such as comprehension schemes, Story-telling resources and decodable books.
- C) Researching best practice with regards to literacy material development.
- D) Building the capacity of the organisation to develop high quality materials through attending and cascading trainings.
- E) Working closely with senior staff to synchronise material development in new programme countries as well as existing projects in Nigeria.
- F) Developing and improving training materials.
- G) Designing and improving of national curriculum within Nigeria.

## **2) Collaboration**

- A) Strengthen the organisation's understanding of development partners in Nigeria and West Africa, working on literacy.
- B) Supporting collaborations with development partners in Nigeria.

## **3) Project Management**

- A) Overseeing Nigeria-wide teacher capacity building project with the National Commission for Colleges of Education in Nigeria.
- B) Leading on preparing for, and implementation of, teacher capacity building training events.
- C) Project Quality:**
  - Provide technical oversight and support to the Nigerian Project team on project direction and implementation strategies.
  - Identify and implement innovative solutions to sometimes complex challenges.
  - Ensure that best practices, lessons learned, and constraints are consistently captured and shared across the State-level Literacy Project programme.
  - Coordinate regular project planning and coordination meetings with project team to ensure that programming is consistent.
  - Organise regular opportunities for communication and exchange between project staff throughout the country programme in order to promote greater programmatic integration and facilitate discussion on crosscutting issues.
- D) Financial Management:**
  - Manage project funds in accordance with donor rules and regulations and support other programme staff to do the same.
  - Work closely with the Chief Operating Officer and Finance Manager to ensure that funds, donor funds and other resources are used responsibly.
  - Work closely with Chief Operating Officer and Finance Manager to ensure that budgets are well developed, managed in accordance with donor regulations and that financial reports are timely and accurate.
- E) Staff Supervision and Management:**
  - Directly supervise State-level project coordinator and wider monitoring team via regular communication and feedback systems.
  - Coordinate with monitoring team to ensure that all staff are able to successfully fulfil their job responsibilities while at the same time supporting their professional development and growth through actively searching out opportunities for staff capacity building.
  - Ensure that all project staff have job descriptions, and roles and responsibilities.

## Personal Skills

- Exceptional communication skills, both written and verbal, and proven ability to lead a dynamic and diverse group of people.
- Strong teamwork, coordination and strategic planning skills.
- Ability to deal effectively with deadlines.
- Ability to respond practically and operate successfully in difficult field conditions. Willingness to travel to and work in remote areas.
- Ability to be flexible, persistent, and diplomatic and to gain respect among staff, local community leaders as well as local government ministries and donor organisations.

## Qualifications, Knowledge and Experience

We will require candidates to be qualified in the majority of points below from both the 'desirable' and 'essential' criteria:

### Essential:

- ✓ Extensive Knowledge of literacy teaching methodology.
- ✓ Minimum 3 years teaching experience, preferably in early grade literacy or English language.
- ✓ Sound knowledge of the synthetic phonics method and other technical aspects of early grade reading and writing.
- ✓ Strong project management experience: multi-lateral donor reporting, staff supervision, budget management, project planning, monitoring and evaluation.
- ✓ Working knowledge of M&E systems and tools.
- ✓ Professional experience and academic training in the area of education, monitoring and evaluation, or other relevant fields.
- ✓ Excellent writing and communication skills.
- ✓ Excellent IT skills, particularly with Microsoft Excel.
- ✓ Experience of using technology and a range of media for promotion and creating awareness.
- ✓ Experience of working with an education or literacy organisation preferably in the developing world.
- ✓ Strong cultural awareness and the ability to work with partners both nationally and internationally.
- ✓ Excellent interpersonal skills - a capacity to listen well and inspire trust.
- ✓ Resourceful and well organised.

### Desirable:

- ✓ Experience working with international non-governmental organisations, preferably in the field of education / literacy in the developing world.
- ✓ Masters degree or PhD in education or a related field.
- ✓ Experience of developing and implementing the Early Grade Reading Assessment (EGRA).
- ✓ Experience of managing diverse teams of people.
- ✓ Experience of presenting to large groups of people and leading meetings involving high-level officials.

### To be successful as a member of the Universal Learning Solutions team you will also:

- Have a passion for Universal Learning Solutions' mission and a strong desire to work for a not-for-profit organisation to bring about positive social change.
- Adhere to Universal Learning Solutions' core values including family, humility, quality and flexibility.

To apply please send a covering letter and CV to [katy@universallearningsolutions.org](mailto:katy@universallearningsolutions.org) by 16<sup>th</sup> June 2017. Interviews will take place towards the end of June 2017 in Lancaster.