

**Schools Project Coordinator**

**(Smart Schools/Smart Moves) Job Description**

**Who we are**

The Eikon Charity is one of Surrey’s leading charities supporting children and young people. We listen, we talk, and we help young people with the skills they need to live their best life. And we work with families and professionals to make sure everyone gets the support they need.

We are looking for people with passion and expertise to join us in continuing to be a leading provider of early intervention in Surrey.

**Our vision**

For all Surrey young people to thrive.

**Our mission**

To empower and support young people in Surrey to have the wellbeing they need to be healthy and happy.

**Our values**

We elevate and amplify the voices of children & young people.

The needs of young people guide everything we do, shaping every decision and action we take.

We act with compassion.

We empathise with the pressures of modern life and feel compelled to help without judgement.

We work together.

Partnering with parents, carers, schools, policymakers, and young people themselves helps us all to succeed.

We take responsibility.

We recognise our part to play in the future of children & young people, and we hold ourselves accountable for their success.

**Our culture**

*We recognise our collective strength and champion the power of individuals. Our teams are amazing and inspire people every day. We work hard to create an environment where all of our staff and volunteers feel comfortable to bring their whole selves to work. Diversity enriches us and improves the support we give children and young people. The work we do creates change to be celebrated, rewarding moments, and outcomes to be proud of every day. It can also bring professional and personal challenges to each of us. We support each other to share our moments of success, do the best we can for young people, ensure everyone enjoys their work, and support our colleagues when they need it.*

**The practicalities**

**Location:** Eikon Offices, New Haw, may be required travel to a variety of community locations across Surrey

**Length of Contract:** Permanent

**Hours:** 37.5 hours per week mainly term time working there will be a requirement to work an additional week at the end of the summer term (July) and a week before the start of the autumn term (August)

**Pay:** £26,455.59 to £29,192.38 pro-rated for 41 weeks per year, depending on experience

£29,000 to £32,000 FTE 

**Benefits:** Sick pay

Safeguarding training

Flexible working where role allows



Pension scheme

Employee Assistance programme

Clinical supervision

**Your line manager:** Service Delivery Manager

**Your team:** Services Team

Lead the coordination and development of the Smart Schools wellbeing programme and the Smart Moves transition programme. Working collaboratively with key stakeholders, including schools, partners, and other wellbeing services, you will ensure a comprehensive and evidence-based approach to mental health and wellbeing across schools. This role will involve developing tools to measure impact, reviewing resources, and maintaining strong relationships with schools to promote positive mental health and wellbeing across Surrey

**Responsibilities**



**Smart Schools Wellbeing Programme:**  
Take responsibility for overseeing the whole school wellbeing programme, working alongside the Service Delivery Manager to ensure seamless delivery and impact of wellbeing support across schools.

**Smart Moves Transition Programme:**  
Lead the growth, development and evaluation of the Smart Moves programme, ensuring it provides effective transition support for children and young people in line with best practices.

**Coordinated Wellbeing Approach:**  
Work collaboratively with internal teams and external stakeholders to ensure a holistic, coordinated and needs led approach to supporting children and young people in school.

**Impact Measurement & Development:**  
Help schools monitor and assess the impact of their wellbeing approaches including targeted interventions and pupil participation.

**Resource Review & Development:**  
Review and assess existing resources for Smart Moves (e.g., Surrey Police, Children Looked After, SEND) and ensure they remain impactful and aligned with the needs of the school community.

**Stakeholder Engagement & Collaboration:**  
Build and maintain strong relationships with schools and other service providers to share information on wellbeing projects, including Eikon's offerings and other external resources.

**Public Health Approach:**  
Work in alignment with the Public Health England model of Whole School Approach (WSA), consistently reviewing and improving evidence to enhance school wellbeing initiatives/support.

**Collaboration with MHST & Partners:**  
Partner with the Mental Health Support Teams (MHST), Clinical Lead, SBN partners and Surrey Healthy Schools to develop, implement, and embed best practices in the whole school approach to mental health and wellbeing.

**Training & Development:**  
Deliver best practice training sessions for school staff, services, and managers, written in collaboration with MHSTs, Eikon, and other partners.

**Reflective Practice & Support:**  
In coordination with the Service Delivery Manager facilitate reflective practice sessions for School Mental Health Leads (SMHLs)/ Senco’s and support them in integrating the whole school approach to wellbeing.

**Tailored Reporting & Impact Demonstration:**  
Create and deliver tailored reports for schools, demonstrating the impact of the Smart Schools and Smart Moves programmes. Use data-driven insights to showcase outputs and outcomes aligned with SurreyThrive Approach.

**Contract Compliance & Reporting:**  
Ensure that all programme requirements for Smart Schools and Smart Moves are met, providing monthly data for contract reporting and tracking progress.

**Parental Support & Engagement:**  
Co-create and deliver parent webinars where necessary to support the mental wellbeing of children, fostering stronger community involvement in wellbeing initiatives.

**Marketing & Promotion:**  
Collaborate with the Schools Project Coordinator, Administrator, and Marketing Support Officer to create web content, newsletters, and promotional materials to raise awareness of available resources.

**Strategic Alignment & Reporting:**  
Collaborate with colleagues and Service Delivery Manager to ensure that all work is aligned with Eikon’s organisational strategy, key objectives, and annual plans. Provide regular reports on the progress and impact of the programme.

**Professional Development:**  
Stay up to date with best practices, legislation (e.g., KCSiE) and relevant strategic priorities such as those outlined by Surrey Healthy Schools. Implement relevant changes to ensure the programme remains current and effective.

**Team Collaboration & Leadership:**  
Work as part of a team to foster collaboration across Eikon and contribute to a positive and innovative work environment. Inspire and support colleagues in implementing a whole school approach effectively across schools

**Organisational requirements**

* Work within Eikon’s equal opportunities, health & safety, and safeguarding policies at all times
* Understand and act when safeguarding issues need to be escalated
* Work as part of a team and attend team meetings, training events and participate fully in 1:1
* Work co-operatively and under the management of The Eikon Charity staff to ensure the highest quality of delivery and support
* Work within Eikon’s internal policies, safeguarding and data protection regulations
* Be responsible for equipment/resources
* Work some planned evenings or weekends
* To promote, monitor and maintain health safety and security in the working environment
* Attend and actively participate in regular clinical supervision

**About you**

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| **Criteria** | **Assessed by** | **Essential/ Desirable** |
| **Your Qualifications** | | |
| Degree/ Qualification in education/youth work/ trauma-informed practice or equivalent evidenced experience | Application form/Interview | Essential |
| Evidence of continued professional development within education/ youth work or related field | Application form | Essential |
| Current child protection training/willingness to complete training | Application form | Essential |
| Training/ equivalent experience in whole school mental health support | Application / Interview | Desirable |
| **Your Experience** | | |
| Proven experience and achievement of coordinating and developing programmes in schools and embedding changes through assessing, plan, do and review | Application form/Interview | Essential |
| Experience of collaborative working within health services, education, social care or equivalent setting, in particular project delivery for young people | Application form/Interview | Essential |
| Experience of recording outcomes using an agreed goal- based outcome tool. | Application form/Interview | Desirable |
| Experience of building trusted relationships with schools and partnership working | Application form/Interview | Essential |
| Experience of working with Public Health England model of Whole School Approach | Application form/ Interview | Desirable |
| Experience of delivery workshops to services and school staff on wellbeing themes that support children, young people and adult mental health | Application form / Interview | Essential |
| **Your Skills & Competencies** | | |
| A firm understanding of the Academic resilience approach and evidence informed approach to children and young people participation | Application form/Interview | Desirable |
| An understanding of RSHE/PSHE topics for KS 2 upwards and experience of delivering groups to primary and secondary school children | Application form/Interview | Desirable |
| A strong commitment to the co-production of service and activities which aim to build resilience. | Application form/Interview | Essential |
| Excellent communication, written and ICT skills to develop projects and produce high quality resources with good attention to detail using a variety of office tools | Interview | Essential |
| Highly developed presentation, communication, and interpersonal skills to inspire, influence and empower people | Task | Essential |
| Effective planning and decision making to ensure projects achieve objectives and outcomes are timely and within budget | Interview | Essential |
| Understanding of challenges young people face and resources available to address them. | Interview/Application | Essential |
| Knowledge of legislation around safeguarding, equality and diversity and information sharing and consent | Interview/Application | Essential |
| **Other** |  |  |
| Holidays will be Feb/May/Oct half term/Easter/Christmas as per Surrey County Council term dates. August 4 weeks as will be required to work 1 additional at the end of summer term and 1 at beginning of Autum term | Interview | Essential |
| Full UK Driving License and able to travel around Surrey | Application form | Essential |

This Job Description and Person Specification reflects the duties of the post as they exist at this time and may be subject to change based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

**Eikon is committed to safeguarding and promoting the welfare of young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process.**

**An offer of employment will be subject to an approved Enhanced DBS and Barring Disclosure.**

The Eikon Charity is committed to a policy of equality of opportunity and aims to provide a working environment which is free from unfair discrimination and will enable employees and volunteers to fulfil their personal potential.

**Applications**

**As part of our Safer Recruitment Policy, we do not accept CVs.**



If you are interested in applying for the role, please visit our website: [www.eikon.org.uk](http://www.eikon.org.uk)/work-for-us/ where you will find all the information and the application form.

If you have any questions, please contact [recruitment@Eikon.org.uk](mailto:recruitment@Eikon.org.uk)

**Please apply by 10.00 on 29th March 2025**

**We are scheduling interviews for Friday 11th April 2025**

We do not provide feedback on applications.

We are happy to provide feedback to unsuccessful candidates who attended an interview upon request.