**Trust Engagement Officer**

**Salary: £21,374 to £27,649 FTE (FET band E)**

**Actual salary: £19,279 – £24,939**

**(will increase subject to cost of living pay review pending)**

**Location: Forward Education Trust Head Office, Leycroft Avenue, Tile Cross, Birmingham, B33 9UF**

**Contract: Permanent, Full Time (36.5hrs pw), Term-time + 2 weeks**

**Start Date – ASAP**

Forward Education Trust is a growing Multi Academy Trust established in 2017 serving special schools across the West Midlands area. An exciting opportunity has arisen to support the Trust during a period of organisational change and continued growth. We now have 6 schools in Birmingham and Sandwell, with a new school due to open in Solihull in September 2023.

This new role is being created to improve engagement & communication across the Trust, both internally and externally. We are looking for someone who cares about education and in particular for someone who can tell our story about working with children with special educational needs. Working across the Trust with the CEO and Central team, as well as our school leaders and teams, you will help us to celebrate successes, shine a light on our individual schools and what makes them special and have a positive impact on Forward Education Trust.

The successful candidate will be digitally savvy, with exceptional communication skills with a mix of confidence and creativity. Internal communication with all of our staff is as important as communication with our children & their families, as well as a wide variety of external stakeholders.

This is a pivotal development role for our Trust, and we are looking to appoint a suitably qualified and experienced candidate, who can raise our profile. This is an active and visible role requiring excellent relationship skills. In return we will provide them with a competitive salary, a supportive executive and school team, and ongoing professional development. If you would like to discuss the scope of the role, or your suitability for it, please contact the CEO, Simon Dilkes, for a confidential conversation via ceo@fet.ac

We also offer sector competitive pay, a 24/7 employee support helpline, access to Forward Fusion - our rewards and wellbeing platform, as well as working with a supportive team in a friendly and inclusive working environment. Some flexibility around working arrangements available.

Please note that only fully completed Forward Education Trust Application forms will be accepted; we will not read accompanying Curriculum Vitae (CV) or accept them in place of an application form.

The Trust may review applications upon receipt and may call applicants for interview prior to the advert closing date. Therefore, you are encouraged to make an early application for this role and we reserve the right to close the vacancy earlier than the advertised closing date

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.*

*Please note that only Forward Education Trust application forms will be accepted, we will not read accompanying CVs. Enhanced DBS clearance, Childcare (Disqualification) Regulations 2009, and prohibition checks if overseas trained required; certificate of good conduct will need to be obtained if applicable prior to interview.*

*If you do not hear from the school within 14 days of returning your application form to us, please assume that your application has not been shortlisted.*

*Forward Education Trust is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must promote this ethos.*