

PROJECT MANAGER

Job Specification and Expression of Interest

About the opportunity

Thank you for your interest in becoming **Project Manager for the Aiming High Early Years Stronger Practice Hub (EYSPH)**.

Role: Project Manager

This is a central role within the Aiming High Early Years Stronger Practice Hub, supporting the successful coordination and delivery of a high-profile, DfE-funded programme designed to improve outcomes for young children through the promotion and sharing of evidence-informed Early Years practice.

The Project Manager will bring together strong Early Years knowledge and experience with effective project coordination, organisation and partnership working. The role will involve planning, coordinating and monitoring projects and activity within the Hub, supporting successful delivery against agreed objectives, KPIs, milestones and delivery plans.

A key part of the role will be working with Early Years providers, practitioners, Local Authorities and other partners to develop strong professional networks, understand local priorities and ensure that the Hub's programme reaches the settings and professionals who will benefit from it.

The Project Manager will also coordinate professional learning opportunities, events, communications and resources, and will support the collection, monitoring and reporting of data to demonstrate the Hub's reach, progress, outcomes and impact.

There will be an element of flexible working associated with this role, including some evening and weekend commitments, together with some travel across the Hub's geographical area, Peterborough, Cambridgeshire and Central Bedfordshire, and attendance at relevant meetings and events.

Main Duties and Responsibilities

The Project Manager will support the Aiming High Early Years Stronger Practice Hub partnership to fulfil the requirements of the Hub's DfE-approved delivery plan, objectives and Key Performance Indicators.

The postholder will have responsibility for coordinating and supporting activity including:

Information, advice and professional networks

- Coordinate the provision of information, advice and support in accordance with the Hub's agreed objectives and priorities.
- Develop and maintain strong networks of early years professionals

- Coordinate network meetings, including the preparation, development and editing of agendas, presentations, materials and resources.
- Support effective communication and collaboration across Hub partners and stakeholders.

Project and programme delivery

- Lead the planning, coordination and monitoring of Hub projects and programmes.
- Develop and maintain project plans, timelines, actions and delivery schedules.
- Coordinate communication and promotion of Hub projects, programmes, events and opportunities.
- Monitor progress against agreed objectives, milestones and KPIs and identify any actions required to maintain effective delivery.
- Provide regular updates to the Hub partnership and leadership arrangements.

Strategic planning and partnership working

- Support the strategic planning and coordination of the Hub programme.
- Coordinate the production, review and submission of the Hub delivery plan.
- Work collaboratively with Local Authority partners and other stakeholders to ensure Hub activity is aligned with local priorities.
- Prepare papers, reports and agendas for partnership and stakeholder meetings.
- Attend meetings as required by the DfE and its delivery partner.
- Attend and contribute to relevant conferences, training events and network meetings.

Data, monitoring and reporting

- Coordinate the collection and collation of programme data.
- Monitor and analyse participation, communication, engagement and professional learning data.
- Coordinate the collection and analysis of registration and feedback data to inform delivery and future planning.
- Coordinate the distribution and analysis of pre- and post-course surveys to evidence professional development and impact.
- Prepare quarterly reports documenting progress against KPIs and analysing relevant data.
- Coordinate the completion and submission of Management Information (MI) reports.

- Coordinate the preparation and submission of statutory and programme documentation requested by the DfE and its delivery partner, including blogs, case studies and other evidence of impact.

Events and professional learning

- Coordinate conferences, training events, network meetings and other Hub events.
- Support the development and delivery of high-quality evidence-informed professional learning opportunities.
- Ensure that resources and professional learning opportunities are accessible to early years providers and professionals across the Hub area.
- Coordinate communications, registration, feedback and evaluation processes associated with events and professional learning.

Communications and social media

- Manage, update and monitor Aiming High EYSPH social media accounts, including Facebook and Instagram.
- Create engaging, accessible and appropriate content to promote events, CPD, resources, opportunities and key messages.
- Manage the Hub's regular newsletter.
- Respond to enquiries and maintain a professional, supportive and responsive online presence.
- Coordinate communication and promotion of Hub activity across relevant channels.

Website and digital content

- Advise on and support the development and maintenance of Aiming High EYSPH webpages.
- Ensure project-specific content is accurate, current and aligned with the Hub's aims and priorities.
- Oversee Hub-related website content, including blogs, events, resources and CPD listings.
- Work with relevant colleagues and partners to ensure digital content is accessible, engaging and appropriately maintained.

Responsibilities as a Caverstede Nursery School / Aiming High Early Years Practice Hub Team Member

- To comply with all the policies, practices and procedures of the Nursery School and to carry out all duties with full regard to the agreed equal opportunities principles.
- To comply with all Risk Assessments

- To work with professionalism and confidentiality at all times.
- To attend the meetings when appropriate.
- To undertake annual safeguarding training on dedicated training days.
- To actively promote the work of the School and the Hub at all times.
- To play an active role in the wider life of the school community and contribute positively to the ethos and values of the school
- To undertake any other reasonable duties the Headteacher and Senior Teacher may require.

Timeframe, Time Commitment and Financial Arrangements

- The position will be engaged on a **self-employed contractor/consultant basis** by Aiming High EYSPH for the period **October 2026 to 31 March 2028**.
- The expected commitment is equivalent to **24 hours per week**, based on 40 weeks per year.
- The rate is **£250 per day**, based on an 8-hour working day.
- The working arrangement and time commitment will be agreed and reviewed regularly to ensure that they continue to meet the needs of the project.
- The agreed rate of £250 per day is within the DfE-approved rates and includes travel, subsistence and associated costs incurred in undertaking the role.
- Funding is currently available until 31 March 2028, with the possibility of an extension to 31 March 2029, subject to confirmation of continued funding and the requirements of the programme.
- The appointed candidate will submit monthly invoices to Aiming High Early Years Stronger Practice Hub.
- Payment will be made by BACS (online bank transfer), with invoices normally paid within 14 working days.

Notice Period

Either party may end the appointment by providing four weeks' written notice.

Contract Extension

Any extension to the appointment will be subject to confirmation from the DfE regarding continuation or extension of the Early Years Stronger Practice Hub programme and the availability of appropriate funding.

Monitoring and Impact Evaluation

The delivery and impact of the Project Manager's work will be reviewed initially on a six-monthly basis, and subsequently at intervals agreed by the Aiming High EYSPH Partnership Group.

Reviews will consider progress against agreed objectives, delivery milestones, KPIs and the Hub's wider programme of activity.

All Aiming High EYSPH partners are committed to ongoing monitoring and evaluation to ensure accountability, effective use of resources and performance against agreed milestones and outcomes.

What We Are Looking For

We are looking for an experienced Early Years professional who understands the sector, is passionate about improving outcomes for young children and can bring people together to support positive change.

You may currently work within Early Years, or you may have moved into another area of work. What is important is that you can **demonstrate relevant Early Years experience and a strong understanding of Early Years practice, together with the organisational and interpersonal skills needed to coordinate the Hub's programme.**

Essential

The successful candidate will demonstrate:

- Strong knowledge and understanding of the Early Years sector and Early Years practice.
- Relevant experience of working within the Early Years sector, with an understanding of the experiences, challenges and opportunities facing practitioners and providers.
- A clear commitment to improving outcomes for young children and strengthening Early Years practice.
- Experience of leading, coordinating or contributing to a project, programme, initiative or area of development.
- Strong organisational skills and the ability to manage multiple priorities, deadlines and competing demands.
- The ability to build and maintain positive and effective relationships with a range of partners and stakeholders.
- Highly developed communication and interpersonal skills.
- Experience of working collaboratively across organisations or professional groups.
- Experience of collecting, monitoring and/or using data to inform planning, delivery and improvement.

- Experience of coordinating meetings, events, training, professional learning or similar activity.
- Strong written communication skills and the ability to produce clear reports, papers, presentations and other professional documentation.
- The ability to work independently, use initiative and respond flexibly to changing priorities.

Desirable

- Experience of formal project or programme management.
- Experience of working across Local Authorities, education or other partnership arrangements.
- Experience of monitoring KPIs, producing reports or Management Information.
- Experience of digital communications, social media or website content management, or the willingness to learn.

Expression of Interest

We invite you to submit an Expression of Interest outlining your relevant skills, experience and suitability for the role, alongside your CV.

We would particularly like you to reflect on:

- Your motivation for contributing to the Aiming High Early Years Stronger Practice Hub and the difference you feel you could make.
 - Your Early Years knowledge and experience and how this has shaped your understanding of effective Early Years practice.
 - Your experience of working with Early Years practitioners, providers, settings and/or other partners.
 - An example of a project, programme, initiative or area of development that you have led, coordinated or contributed to, and the difference it made.
 - Your experience of working collaboratively with different organisations, partners or professional groups.
 - Your experience of organising activity, managing competing priorities and delivering against agreed timescales.
 - Your experience of using data, feedback or other information to monitor progress and inform future planning.
1. We are interested in the breadth of your experience. Please use examples that demonstrate your Early Years expertise; your ability to work collaboratively; your project

management experience and your capacity to organise and coordinate activity effectively.

How to Apply

Please email your **Expression of Interest and CV** to:

AimingHighEYSPH@caverstede.peterborough.sch.uk

Closing Date

9.00am, Monday 12 October 2026

Interview date: To be confirmed

We reserve the right to close this vacancy early if we receive a sufficient number of suitable applications. Early closure may therefore occur before the advertised closing date, so interested candidates are encouraged to apply as soon as possible.

Caverstede Nursery School and Aiming High Early Years Stronger Practice Hub are committed to safeguarding and promoting the wellbeing of children and families and expect all staff, contractors, volunteers and partners to share this commitment. The successful candidate will be required to complete an enhanced DBS check and satisfactory references will be obtained. In accordance with Keeping Children Safe in Education, Caverstede Nursery School will undertake an online search as part of its due diligence process for shortlisted candidates.