

Job Title: Team Co-ordinator	Division/Dept: Ambassadors
Reports to: Tim Davis	Line manages: n/a
	Date: July 2010

Job Purpose:

To take on the varied, challenging and exciting role of coordinator to the Teach On team (which sits within the Ambassador Department), providing administrative support, database management, communications as well as assistance on event logistics.

The Ambassador Department is responsible for the design and delivery of all activity relating to Teach First's work to engage its Ambassadors (alumni) with the Teach First Mission on an ongoing basis. All Ambassadors have completed a minimum of two years working in a challenging school as part of the Teach First Leadership Development Programme and have met the criteria to graduate with Ambassador status. Ambassadors are spread across a range of sectors and locales, but remain united by their experience as teachers and their commitment to eliminating disparities in access to educational excellence.

The Ambassador Department is focused on unlocking the potential of this growing network of individuals – currently numbering just over 1115 - through a broad range of events and practical opportunities to make a widespread, lasting impact on society. Unlike many other alumni programmes, it is founded on the belief that Teach First must provide ongoing leadership development support, networking and volunteering opportunities and special benefits to its Ambassadors in order for them to truly develop into leaders of the future, properly equipped and motivated to make a difference.

The Teach On Coordinator is a hands-on role, working with a variety of stakeholders, including business suppliers, participants of the Leadership Development Programme, Ambassadors in schools (600 from September 2010), external supporters and staff across the organisation. There is potential for additional responsibility, particularly in relation to project and relationship management and communication strategy, in line with Teach First's commitment to providing staff with a framework for personal and professional development.

About Teach First

Teach First is an independent educational charity, Reg. No. 1098294, established in 2002, with a mission *to address educational disadvantage by transforming exceptional graduates into effective, inspirational teachers and leaders in all fields*. We recruit exceptional graduates to teach in challenging schools for a minimum of two years. The majority of these graduates would not otherwise have considered teaching.

With the support of our partner universities, we train our participants to be effective teachers and leaders of the future through our two-year Leadership Development Programme. This is aimed at ensuring that participants maximise their impact on pupil achievement in the short term and develop a set of transferable skills that will ensure their broader impact on educational disadvantage in the future as Teach First Ambassadors (alumni).

Since 2002, we have placed over 1800 of the UK's highest achieving graduates into challenging schools in London, the East and West Midlands, Yorkshire and the North West. By 2013, we aim to be recruiting up to 850 graduates each year, making Teach First one of the largest graduate recruiters in the country.

On completion of the two year programme, our participants graduate as Teach First Ambassadors, joining a rapidly growing community of individuals committed to improving education. Some remain as excellent teachers and leaders in their schools, whilst others take on positions of responsibility in a variety of sectors. Whatever route they take, Teach First works to mobilize, equip and inspire them to achieve its mission through a range of initiatives including Teach On, Governance for Change and our Higher Education Access Programme for Schools (HEAPS).

By giving exceptional graduates the opportunity to teach and make a difference in the most challenging schools, Teach First aims to equip tomorrow's leaders in all fields with the motivation, skills and understanding to end educational disadvantage.

Teach First is currently ranked 7th in The Times High Fliers annual survey of the most prestigious graduate

recruiters – the highest ranked charity in Britain, and is the Charity Awards Education and Training Charity of the Year. The organisation currently has around 100 staff. Teach First has an annual operating budget of over £4.5 million, and relies on voluntary donations from companies and foundations and other sources in order to continue our work.

The organisation currently has over 120 full-time staff that come from companies such as McKinsey & Company, BBC, Accenture, KPMG, Credit Suisse First Boston and Goldman Sachs. It has an annual operating budget of over £7 million raised from businesses, foundations and school recruitment fees.

More information can be found at: www.teachfirst.org.uk

Dimensions: *(i.e. significant numerical quantities on which the job has either a direct or indirect impact)*

- 600 members of the Teach On community of Ambassadors who remain teaching & leading in schools in UK and overseas
- 16 members of the Ambassador department staff
- Business suppliers, venue managers and event content partners
- External supporters of Teach First

Key Accountabilities: *(Specify main accountabilities. Focus on results expected, in line with Job Purpose).*

- Lead on identified areas of administrative support for the Teach On team, including: team meeting agendas & minutes; event logistics and team coordination; ambassador communication; maintenance of database & actions from strategy days and finances (see below);
- As part of the above, to introduce and oversee new or existing administrative procedures that will help improve the efficiency of the team on a day-to-day basis and ensure high levels of customer care;
- Work with AD and team members to coordinate annual team planning, including activities at critical points throughout the year such as timing communication of key messages internally and externally;
- Be a source of team expertise in Salesforce, liaising with IT on ways to maximise the use of the software;
- Manage the administrative procedures relating to the day-to-day finances of the team, including purchase orders and petty cash, producing a monthly update on expenditure;
- Ensure that all enquiries from participants, Ambassadors and external stakeholders are channelled through one central point and dealt with quickly and efficiently;
- Support at identified Teach On and Ambassador events (mostly on evenings and weekends, as agreed in discussion with the team), helping with tasks such as registration and guest hosting;
- Lead on communications with Ambassadors and participants and coordinate team's timeline for key messages through the communication channels: website, eblast, personalised e-mail and phone calls;
- Provide administrative support on the upkeep of the Teach On area of the Ambassador website;
- Work on occasional one-off projects, in discussion with the AD of Teach On and Director;
- In addition to carry out other ad hoc duties as and when required.

Competencies, Skills, Characteristics and Experience Required:

- Belief in the Teach First mission.
- Belief in Teach First's values of Commitment, Collaboration, Excellence, Integrity & Leadership
- Self development and continuing personal development
- Task & delivery focused with a strong eye for detail
- Management of data and administrative procedures

- Data management in Salesforce
- 1st point of contact for the team
- Minute taking

Person Spec

- Experience of working within a busy administrative area.
- Excellent interpersonal skills
- Persuasive communicator & negotiator
- Highly organised with ability to plan ahead and pre-empt problems
- Self motivated
- Able to maintain a high level of confidentiality
- Ability to work well under pressure
- IT Literate (Word / Excel/Salesforce)
- Collaborative worker, able to coordinate activities across multiple projects
- Experience or interest in communications desirable

Location: London

Teach First 4 More London Riverside, London, SE1 2AU

Salary Band: £20,000 - £27,000

Benefits: A generous performance related bonus package of up to 20% (per annum) of your basic salary, 27 days vacation per annum (7 of which must be taken during the two weeks of Christmas and New Year), participation in the Staff Pension Scheme and private health insurance policy, Life Assurance and Income Protection, Childcare Voucher scheme and interest free season ticket loan.

	Name	Signature	Date
Immediate Manager	Tim Davis		July 2010