

Pre-Employment Team Coordinator

Purpose of the teams

This role will work with two teams within the Leadership Department - the Pre-Employment team and the Curriculum Design team:

The Pre-Employment Team is responsible for overseeing all programmatic activity for incoming participants joining the Teach First Leadership Development Programme, from point of offer at recruitment through to starting teaching in school from September. This includes the planning and project management of the Summer Institute, a 5 week residential training course held annually in June and July.

The Curriculum Design team is responsible for designing a range of content, across multiple delivery platform, for both participants and ambassadors to support them to impact on the Teach First vision in a range of ways.

Purpose of the role

The Pre-Employment coordinator will provide varied and comprehensive support across the teams to reduce noise and enable efficiencies, with responsibility for team administration, team finances and project support. The Pre-Employment Coordinator will also provide limited administrative support to the Heads of team related to coordination of travel arrangements and meetings.

What you do

At this level you will:

- Report directly to the Head of Pre-Employment and Summer Institute (70% of role)
- Provide PA support to Heads of Design (30% of role)
- Provide key administrative support to the Pre-Employment Team
- Provide secretariat support to a cross-organisational governance group
- Complete our mandatory e-learning/training on Child Safeguarding, EDI, Data Protection, Health & Safety and CRM within your first three months and re-engage with refreshing training as required. Please note some roles will require a higher level of training in some areas and you will be required to undertake this where necessary.
- Familiarise yourself and work in line with Teach First guidance and policies, seeking clarification where necessary.

Your responsibilities include:

- Providing essential administrative support to the Pre-Employment Team including planning and coordination of team meetings and financial administrative activity.
- Supporting key team projects and initiatives e.g. Summer Institute programme, Pre-Summer Institute communications, Pre-course assessments, participant policies and procedures.
- PA support to Heads of Curriculum Design including scheduling meetings and travel, Expenses processing and coordination of team events.
- Organising internal & external meetings as required, for both the Pre-Employment team and the Heads of Design. This will include: setting up meetings, organising agendas and minutes, booking meeting rooms, collating & distributing materials, taking minutes and sending out actions afterwards.

- As part of the role you may be required to travel to other UK locations from time to time, including during the annual Summer Institute event. You will also be required to attend away days/retreats and the annual “Offsite” event which is mandatory for all employees.
- The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need.

You're good at

Essential:

- **Organising & Planning** - ability to manage multiple tasks simultaneously; confident in working independently and as part of a team
- **Process Management** - complies with relevant processes and operating procedures, making simplifications wherever possible
- **Communicating & Influencing** - good interpersonal skills with ability to establish effective working relations with internal and external agencies and good written and oral communication skills
- **Problem-solving** - always identifying what can be done to improve functions and activity
- **IT literate** - proficiency with MS office, MS excel, MS Outlook and diary management

Desirable:

- **Customer Relationship Management** - experience of working with CRM programmes (e.g. Salesforce)
- Experience of remote or agile working

All our employees are expected to model [our values](#) and help others to do so.

Location

[Any local area office](#)

Salary

£21,460 & excellent benefits. (Roles in London will receive £3,000 London Weighting Allowance)

Apply

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate, please apply via your HR Self Service menu.

Next Steps

We aim to provide feedback to all applications within 10 working days from the closing date.

First stage interviews to be held from 1st November 2017.