

## Local Area Coordinator - South West

Fixed Term Contract until 21<sup>st</sup> December 2018

We are seeking a highly-motivated individual with excellent organisational skills for a pivotal role in the South West (SW) team. The Local Area Coordinator would suit an individual who can effectively support a small, highly-motivated team to achieve their goals, through providing high-quality, proactive and solutions-focused support. This role provides an exciting opportunity to be part of an ambitious, growing team committed to working towards educational equality. The SW Local Area Coordinator is a stimulating role as it supports three key functions: Programme, Schools Relationships, PA & Office/Budget management.

### **Programme:**

The Local Area Coordinator is responsible for supporting the high quality and consistent delivery of the Leadership Development Programme (LDP) within the SW. Delivery support is wide-ranging and includes support for events such as a residential training programme (Summer Institute) for participants, conferences and high-profile speaker events. It also includes communications to participants, evaluation support and providing ad-hoc administrative support.

### **School Relationships:**

The Local Area Coordinator provides administrative support to the School Partnerships team. Support requirements include maintaining central databases to track contacts, tracking contract receipt and management of all administrative aspects of the placement of Teach First Trainee Teachers in partner schools. This role is also critical for setting up relationships with incoming participants and ensuring they are supported in advance of their start date on the LDP.

### **PA & Office/Budget Management:**

The Local Area Coordinator provides operational support across the SW office by developing operational practices to support all Teach First colleagues who work from the Bristol office. This will include the creation and implementation of efficient systems and acting as the central point of contact for Facilities, IT/Telephony and office resource management. The post holder is also responsible for support and PA/diary management to the Local Area Director. The Local Area Coordinator provides financial administrative support to the Local Director and South W team. Support requirements include submitting and checking expenses, processing travel claims, raising Purchase Orders and maintaining the budget tracker.

## What you do

### **At this level you will:**

- Report to the Local Area Director
- Provide administrative support to the SW team and SW Senior Leadership team

### **Your responsibilities include:**

#### **PA/Office management**

- Provide PA support to the Local Area Director including: email management, diary management, scheduling of meetings, booking travel and accommodation and being the first point of contact when the Director is unavailable.
- Team co-ordination including scheduling meetings and maintaining action logs.
- Assist colleagues with day-to-day queries.
- Ensure the organised, professional and positive operations of the office, including:
  - Liaising with central teams to ensure smooth running of the office (IT, Finance and Facilities) and external contractors/suppliers and ordering stationery on a regular basis
  - Conducting employee office inductions

- Process the Local Director's receipts and submitting their expenses
- Oversee the team's expense claims in accordance with deadlines and process
- Work with the team to raise requisitions within the advised time periods to ensure an efficient financial system and supplier relationships.
- Track spend within the team in the annual budget and assist with queries on discrepancies
- Review variance reports and providing supporting information to the Local Director

### Programme

- Work closely with the SW Programme Delivery Lead to coordinate the delivery of the Programme to Teach First participants. This includes working with internal colleagues, external partners and university partners to plan and deliver a comprehensive calendar of events and opportunities across the year, including some evening and weekend events.
- Coordinate hotel booking and process travel payments
- Lead on the coaching programme - an opportunity for current participants & ambassadors to be matched with a professional coach for a year. This includes the recruitment of participants, leading on communication to coaches and teachers & managing the coach matching event
- Lead on the delivery of a communications plan for participants including social media
- Monitor absences during Summer Institute (5-week training programme)

### School Relationships

- Manage the logistics of the participant allocation process including email campaigns, welcome calls and tracking receipt of information via Outlook and Salesforce
- Manage the logistics of the placement process including subject requests, timeframes, participant matching and confirmations
- Maintain relationships with schools to ensure high satisfaction with placement process

### Stakeholder management

- Build an effective network inside and outside of the organisation, including colleagues in other Teach First teams and external contacts to assist successful programme delivery

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:

- **Self-Management:** Excellent organisation, prioritising and planning skills and able to work effectively independently and on own initiative
- **Collaboration:** Experience of working in a large team in a fast paced, busy environment and with tight deadlines
- **Relationship Building:** Proven experience of collaborating with internal and external stakeholders
- **Administrative Skills:** Experience of budget and finance management; Experience of working with Microsoft Office

### Desired:

- **Event Management:** Experience managing and supporting the delivery of events & activities including budget and logistics
- **Communications & Marketing:** Communications experience and implementing successful communications plans
- **Education Sector Knowledge:** Experience in education, not for profit, or leadership development would be advantageous

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

### Location

South West Office, City Point, Temple Gate, Bristol, BS1 6PL

### Salary Band

£21,460 (pro rata) + excellent benefits

### Benefits

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual leave.

### How to 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 after informing your line manager of your interest.

### Next steps

We aim to provide feedback to all applications within 10 working days from the closing date. **Please note that interviews will be arranged as suitable candidates are identified, so early applications are strongly advised.** First stage interviews are likely to take place on Thursday 22nd March and final stage interviews on Wednesday 28<sup>th</sup> March.