

Contract Type:	Fixed Term Contract (12 months)
Location:	London
Hours:	Full-Time
Level:	1
DBS required:	Basic
Salary:	£21,460 (roles based in London will also receive £3,000 London Weighting Allowance)

Local Area Coordinators - London

Purpose of the team:

The London local area teams delivers Teach First's activity across designated London boroughs. The three areas for which are recruiting are London South, London North and London West.

Purpose of the role:

At Teach First we have a clear vision - that no child's success should be limited by their socio-economic background - and it is the pursuit of this vision that led us and our wider community to create the five Fair Education Impact Goals in 2012. Much of how we aim to achieve that vision is through Local Area teams. These teams are responsible for the day to day delivery of our organisational vision.

We currently have a vacancy for three Local Area coordinators who will help support us to have the best impact we can. The role of the Local Area Co-ordinator is focused on the day to day implementation of the current systems and process in order to secure the effective day to day operation of the local area team and its Local Director.

At this level you will:

- Report to the Local Area Director
- Be an active member of the Co-ordinator national role group, including taking on workstream responsibility where appropriate.

Your responsibilities will include:

Local Area Administration

- Lead on all administrative processes and systems for the team, with clear focus on process improvement and high quality service delivery for all stakeholders
- Updating and maintaining information systems and databases, including for university partners and school stakeholders
- Lead on all internal team communications including: compiling agendas, minutes and tracking action points for team meetings; compiling, editing and distributing email communications for the team
- Supporting meetings, including booking venues and catering, coordinating RSVPs, agendas and taking minutes for regular and ad-hoc meetings
- Work with the school relationships team to manage data and ensure effective engagement with roughly 150 incoming participants (candidates on our programme)
- Work across the London teams to ensure our partnership with our university partner is well-supported, with all critical data present and tasks delivered
- Supporting the wider team as required, including booking group catering, travel and accommodation

- Playing a full part in the Organisation and Local Area team, collaborating effectively with colleagues in other departments and teams, attending conferences and training days and regular conference calls with colleagues

PA responsibilities for the Local Director (LD)

- Working closely with the Local Director to establish preferred ‘ways of working’ which achieve maximum output from the LD
- Coordinating the LD’s diary and scheduling meetings in accordance with agreed ways of working
- Arranging travel and accommodation for the LD, both within the Local area and nationally
- Scheduling team meetings and events in consultation with the LD, as required
- Supporting expenses and working with Programme Coordinator to manage the Local Area budget

General

- Recognising where our work puts you, key stakeholders and employees into contact with children and young people and understand your obligations in regards to Safeguarding and the protection of children by completing the mandatory training and reading our DBS and Safeguarding policies.

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. As part of the role you may be required to travel to other UK locations from time to time. You will may also be required to attend away days/retreats and the annual “Offsite” event which is mandatory for all employees.

Person Specification

Essential skills and experience:

- Excellent interpersonal skills - ability to project credibility and to quickly establish effective working relations with internal and external agencies
- Outstanding attention to detail
- Excellent IT skills including use of Microsoft Word and Excel
- Proactive and forward thinking - always identifying what can be done to improve functions and activity
- Ability to manage multiple tasks simultaneously, and to prioritise workload and effort
- Good written and oral communication skills
- Good research and investigation skills to enable strategic decision making by others

Desirable skills and experience:

- Expertise using CRM programmes e.g. Sales Force
- Understanding of the education system and/or experience working in schools or in charities

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

How to apply

Please have your CV and covering letter ready to upload 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.