

Contract Type:	Temporary (7 weeks)
Level:	1
DBS required:	No
Starting Salary:	£348 for roles based outside of London. £393 per week for roles based in London.

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## Data Coordinator Intern

### Purpose of the 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.

### Purpose of the role:

Summer Institute programme (SI) is a five-week residential teacher training programme for new Teach First participants held annually between June and August. It is one of the largest residential conferences in the UK, and takes place in ten locations across England and Wales.

The Summer Institute Data Coordinator role will support with the delivery of all stages of Summer Institute, with a particular focus on the final week, which will be held at Leeds Beckett University and the University of Leeds. Throughout, this will include managing classroom allocation, timetabling and registers for up to 3,000 participants, tutors and staff.

### At this level you will:

- **Impact:** Support the Data and Operations Manager (Pre-Employment) in creating and maintaining personalised participant timetables for up to 3000 participants and staff at SI.
- **Communication:** Responsible for communicating room changes directly to the SI delivery team, and indirectly to participants, via our first-line communications tool, the SI App.
- **Innovation:** Follow established procedures to maintain the room allocations database and process updates in line with any live-time changes.
- **Knowledge:** Employ your existing knowledge and experience of MS Excel to maintain data systems with minimal supervision.

### Your responsibilities will include:

- Supporting Local Area teams in developing personalised participant schedules for their participants.
- Uploading key data to the 'Celcat' scheduling database (training provided).
- Overseeing the daily refresh of room allocations on the 'CampusM' SI App tool (training provided).
- Providing second line support on queries relating to the Summer Institute schedule, participant timetables and classroom registers.
- Liaising with colleagues and teams across the organisation including Teach First regional teams and central delivery teams to ensure that pertinent data is processed in a timely and efficient manner.
- Supporting other members of the Summer Institute delivery team with day-to-day duties as require.

*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 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:

- **Process Management:**
  - Strong IT skills are essential for this role: the successful candidate should be confident using MS Excel and should have a deep understanding of its functionality.
  - Experience working with large, complex data sets.
- **Delivering Results:**
  - Ability to work confidently under pressure, independently and as part of a team.
  - Ability to manage multiple tasks simultaneously.
  - Strong communication and interpersonal skills.
- **Managing Resources**
  - Experience of working within a busy administrative area.
- **Event Management**
  - Understanding of working at large scale events.

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

## How to apply

To apply for this opportunity at Teach First you are required to email your CV and covering letter to Paul McWilliams, Pre-Employment Manager - Data & Operations ([pmcwilliams@teachfirst.org.uk](mailto:pmcwilliams@teachfirst.org.uk)).