

## INTERNAL USE ONLY

Contract Type:	Permanent
Location:	North East
Hours:	Full-time
Level:	1
DBS required:	Basic
Salary:	£17,902.50

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## Programme and Events Coordinator

### Purpose of the team:

Teach First is working towards a future where no child's educational success is determined by their background. Our regional teams focus on elements of each of our areas of activity, working with participants, ambassadors, schools and head teachers to deliver this vision.

### Purpose of the role:

We are seeking a highly motivated individual with excellent organisational skills who will be the reliable, positive, "go-to" person for the team who will serve to support aspects of the Leadership Development Programme by working with both national and regional teams and our external delivery partners.

Programme Coordinators are responsible for supporting the high quality and consistent delivery of the Leadership Development Programme which comprises a diverse selection of opportunities, ranging from events including a five-week residential training session, conferences, high-profile speaking events and workshops.

### At this level you will:

1. **Impact:** Work closely with the Programme and Events Lead to offer an exceptional service to the Region
2. **Communication:** Ensure excellent communication with colleagues both in the region, nationally and with our external stakeholders"
3. **Innovation:** Maintain budget oversight of all logistical delivery elements for the team, offering suggestions on new, more effective ways, of working
4. **Knowledge:** Continuously build on knowledge and experience with a view to being able to support across the team

### Your responsibilities will include:

- Support the Programme and Events Lead to plan, deliver and evaluate the North East Leadership Development Programme to Teach First trainee teachers and ambassadors (Teach First Alumni). The role holder will plan all of the events in collaboration with the North East team, external partners and university partners
- Support the budget holder to plan and monitor budget spend across the programme (approx £80k), working to ensure accurate forecasting and delivery costs, as well as innovative solutions to drive efficiency savings and value for money where possible
- Lead the delivery of a communications plan for trainee teachers on the Leadership Development Programme including social media development.

- Manage and maintain relationships with key alumni networks including providing event and project management support.
- Plan, deliver and evaluate a year-long event programme to support in school mentors who help train our teachers. The post holder will create a termly e-newsletter, respond to school queries and support our teacher training experts in the NE team.
- Contribute to quality assurance and evaluation methods and contribute to the continuous improvement of the programme
- Build an effective network inside and outside of the organisation, including colleagues in the North East Team, other national Teach First teams, and external contacts to assist successful programme delivery
- Support other colleagues in the region working on events and discreet projects, supporting other roles to successfully deliver their priorities
- Recognising where our work puts you, key stakeholders and employees into contact with children and young people and understand your obligations in regard to Safeguarding and the protection of children by completing the mandatory training and reading our DBS and Safeguarding policies.

*Please note: that this role will involve occasional evening and weekend commitments, with irregular working hours required, such as during Summer Institute (a five week residential). The critical responsibilities of this role are described above. They may be subject to change at any time due to reasonable accommodation or other reasons.*

## Person Specification

### Essential skills and experience:

- **Event Management:** experience managing events & activities within a fixed budget
- **Relationship Management:** Experience of collaborating with internal and external stakeholders
- **Data Management and Analysis:** Experience of working with and maintaining large data sets

### Desirable skills and experience:

- **Knowing the Market:** Experience and understanding of education system
- Experience of using CRM systems (Salesforce)
- Social media content marketing experience
- Volunteer Management experience

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

### 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. For this role applicants will be progressed as received and the first round of interviews will be held on Wednesday 12<sup>th</sup> and Thursday 13<sup>th</sup> December. Therefore, early applications are encouraged.