

Contract Type:	Permanent
Hours:	37.5
Location:	Any Teach First local area office
DBS:	None
Level:	1
Salary:	£21,460. Roles based in London will also receive £3,000 London Weighting Allowance

---

## Programme Coordinator

### Purpose of the team:

The Programme Development function leads on the development of all Teach First programmes. This includes researching, building and implementing new programmes, ensuring the continuous improvement of existing programmes and training delivery colleagues to ensure the maximum impact on recipients and schools.

### Purpose of the role:

The Programme Coordinator will provide critical administrative support to either the Teacher Development or School Leadership department. The role will act to smooth all operations for the department and will be pivotal in ensuring that financial, logistical and administrative issues are managed efficiently.

### At this level you will:

- **Impact:** Responsible for department wide coordination and production of documentation
- **Communication:** The first port of call for all queries relating to the team's content and process by which it was designed
- **Innovation:** Liaises with colleagues and departments across Teach Firsts in relation to content management, communications and support
- **Knowledge:** Keeping up to date on departmental activities with a view of being able to deputise for the Executive Assistant as and when required

### Your responsibilities will include:

- Coordinating the team's time together; meetings and calls, agenda collation, pre-work collation, room bookings and accommodation for the team as required
- Minute taking and meeting actions for significant or substantial meetings
- Leading the day to day management of the budget process; invoice raising, liaising with Finance, variance analysis, tracking of spend and accurate reporting
- Stakeholder relationship management including dealing with external requests and liaising with support colleagues
- Supporting with logistical issues
- Secretariat support for departmental meetings as required
- Management of all associated pro-formas, templates, resources and all associated administrative care for the department
- Being the first port of call for all queries relating to the department's content and processes

- Adhoc support or cover for other Coordinators across the Directorate

*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:

- **Customer Service**
  - Takes ownership of internal or external queries and issues whilst demonstrating a positive, can-do attitude
- **Delivering Results**
  - Consistently delivers high quality work on time and against commitments
  - Contributes to the achievement of departmental objectives by providing excellent coordination and support
- **Communicating & Influencing**
  - Ensures communications are concise and well-structured
  - Shares relevant information in a timely fashion, escalating as appropriate
  - Prepares effectively for meetings

### Desirable skills and experience:

- **Knowing the Market:**
  - Remains informed about market activities and potential changes relevant to programme development
- **Relationship Management:**
  - Understands internal and external interfaces of the role and works at growing a network of contacts that enhances knowledge and brings best practice

**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

### 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 first round interviews will take place on 24<sup>th</sup> January 2019.

