

Contract Type:	Permanent
Hours:	Full Time
Location:	South East and South Coast
DBS:	None
Level:	2
Salary:	£31,510

Programme & Events Lead

Purpose of the team:

The South East and South Coast (SESC) Programme & Events Team are the ‘stewards’ of the participant experience of Teach First. It is their responsibility to ensure that the logistical delivery of Teach First programmes in the SESC is of the highest quality and that they secure effective partnership working to do so. This includes managing the preparation and planning of the pre and post-event experience of the 2-year teacher training programme (the Teach First LDP) and providing a range of additional training opportunities to support participant wider leadership progression from entry point at Summer Institute to ambassador transition. The team have a key role to play in delivering the SESC Improvement Plan, particularly in relation to improving the participant experience of the Leadership Development Programme.

Purpose of the role:

The Programme & Events Lead is a project management specialist who is jointly accountable for the high quality and consistent delivery of the two-year Teach First Leadership Development Programme (LDP), including the five-week residential Summer Institute and other regionally based programmes as required by the Regional Director. The post holder is responsible for co-leading the planning, execution and evaluation of all logistical elements of programme(s) delivery in the SESC. This is a project management role with a strong emphasis on logistics, communication and collaborative working.

At this level you will:

- **Impact:** Be part of the SESC Programme & Events Team in planning, delivering and evaluating the logistical elements of all events associated with the Teach First Leadership Development Programme (LDP) and any other regional event as required by the Regional Director.
- **Communication:** nurture and sustain excellent working relationships with Teach First colleagues at team, regional and national level, with colleagues at the partner HEI and with external stakeholders as required.
- **Innovation:** Confidently find solutions to issues which may arise within role, team and region. Adapt practice as appropriate to ensure the continuous improvement of the team’s work across the region and beyond for the betterment of the participant experience.
- **Knowledge:** have recent and extensive knowledge of what constitutes excellence in participant centred logistics, event planning, delivery and evaluation and apply that knowledge to the SESC context and across role group; be proactive in supporting the team, region and role group.

Your responsibilities will include:

- In partnership with the University provider and the Programme and Events team, drive and manage the logistical planning, delivery and evaluation of Summer Institute weeks 1-4 in the SESC and support the delivery of week 5 in Leeds.

- In partnership with the university provider and Programme Events team, co-ordinate the planning, delivery and evaluation of the Leadership Development Programme (LDP) to Teach First participants in the SESC to help drive participant impact in each phase and subject.
- Plan and deliver a comprehensive calendar of events and learning opportunities across the year including some evening and weekend events in collaboration with internal colleagues and external partners.
- Contribute to budgeting for programme delivery to ensure accurate forecasting and delivery costs and to drive efficiency savings where possible to ensure the programme delivers value for money.
- Contribute to the continuous improvement of the programme through the quality assurance, evaluation and reporting of all logistical elements of delivery, to ensure that all sessions meet quality and impact rating targets and all forms of 'live' feedback is harnessed and utilised.
- Oversee the participant to ambassador transition process, monitoring participant eligibility for ambassador status, overseeing the appeals process and effectively handing over the relationship to the Networks Directorate.
- Support and facilitate the SESC Action Network as appropriate; engaging relevant others as appropriate and thus enabling their success.
- Lead the development of a cohort and community Culture Plan to ensure participants adhere to recognised professional behaviours and ambassadors lead their own development and are well supported.
- Understanding your obligations regarding Safeguarding and protection of children by completing the Teach First mandatory training and reading our DBS and Safeguarding policies.
- Office management of South Coast office and support for Regional Director in team administration.

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:

- **Event Management logistics:** recent and proven track record in leading and managing the planning, execution and evaluation of small and large scale, multi-audience and high-value events (up to 500 attendees)
- **Project Management:** recent and demonstrable experience of end-to-end project planning and delivery, from inception of idea to evaluation and implementation, bringing people with you along the way.
- **Relationship Management:** recent and proven track record in delivering impact through building, managing and developing effective internal and external high level stakeholder relationships and partnerships.
- **Communicating and Influencing:** proven track record in being able to communicate clearly and confidently with stakeholders at all levels in order to engage, challenge and influence as appropriate
- **Managing & Developing Others:** recent evidence of strong leadership skills, with the ability to manage, challenge and motivate excellence in others, to influence colleagues successfully and develop high performing teams.

Desirable skills and experience:

- **Data analysis** and evaluation skills including report writing skills & financial reporting, ability to think strategically and see the bigger picture.
- **Customer service:** proven track record of taking a proactive approach to meeting the needs of customers and use of data to increase customer satisfaction.

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 are likely to take place on 30th January 2019.