

Contract Type:	Permanent
Hours:	37.5
Location:	South West local area office
DBS:	None
Level:	1
Salary:	£21,460

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## Regional Coordinator - South West

### Purpose of the team:

Teach First is working towards a future where no child's educational success is determined by their background. The South West is an ambitious, positive and growing team who deliver this vision by working with participants (trainees and teachers on our programmes), schools and head teachers.

### Purpose of the role:

We are seeking a highly-motivated individual with excellent organisational skills for a pivotal role in the South West team. The Local Area Coordinator varied role as it supporting 3 functions; PA to Local Director, supporting the high quality delivery of Teach First's Leadership Development Programme (LDP) in the region and general office management in the Bristol office.

### At this level you will:

- **Impact:** Work closely with the Local Director and Programme & Events Lead to offer an exceptional service to the South West region
- **Communication:** Be the point of contact for team and participant queries, responding and actioning each in a diligent and time sensitive manner
- **Innovation:** Strive to find areas for continual improvement and greater efficiency in the processes you lead to support the team's activity
- **Knowledge:** Continuously build on knowledge and experience with a view to being able to support across the team

### Your responsibilities will include:

- Provide PA support to the Local Area Director including: email management, diary management, scheduling of meetings, booking travel and accommodation and being the first point of contact when the Director is unavailable.
- Work closely with the Programme and Events Lead to coordinate the delivery of the Leadership Development Programme to Teach First participants. This includes working with internal colleagues, external partners and university partners to plan and deliver a comprehensive calendar of events and opportunities across the year, including some evening and weekend events.
- Coordination of financial activity, including processing Local Director expense claims, oversight of team expense claims in accordance with deadlines and processes, raising purchase order requisitions, reviewing variance reports and supporting with budget tracking and budget setting.
- Ensure the organised, professional and positive operations of the Bristol office, including:
  - Liaising with central teams to ensure smooth running of the office (IT, Finance and Facilities) and external contractors/suppliers and ordering stationery on a regular basis
  - Conducting employee office inductions.
- Assist colleagues with day-to-day queries.
- Administration of hotel and travel policies for participants.

- Lead on the delivery of a communications plan for participants including social media.
- Lead on the agenda creation and logistics for team meetings and support the Senior Leadership Team meetings by producing an agenda, note-taking, maintaining an action log.
- Build an effective network inside and outside of the organisation, including colleagues in other Teach First teams and external contacts to assist successful programme delivery.
- 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.

*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:

- **Self-Management:** Excellent organisation, prioritising and planning skills and able to work effectively independently and on own initiative
- **Collaboration:** Experience of working in a team in a fast paced, busy environment and with tight deadlines
- **Relationship Building:** Proven experience of effectively building relationships with internal and external stakeholders
- **Administrative Skills:** Experience of budget and finance management; Experience of working with Microsoft Office

### Desirable skills and experience:

- **Event Management:** Experience managing and supporting the delivery of events & activities including budget and logistics
- **Communications & Marketing:** Communications experience and implementing successful communications plans
- **Education Sector Knowledge:** Experience in education, not for profit, or leadership development would be advantageous

**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 or around 17<sup>th</sup> January 2019.