

Contract Type:	Permanent
Hours:	37.5
Location:	East Midlands - Nottingham
DBS:	None
Level:	1
Salary:	£21,460

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## Regional Coordinator

### Purpose of the team:

Teach First operates across 10 regions in England and Wales. Regional teams are focused on the delivery of our programmes to teachers and schools and maximising impact based on the needs of their region. The teams hold critical relationships with our schools, participants, universities and third sector as well as regional businesses.

### Purpose of the role:

The East Midlands Regional Coordinator will support the East Midlands team to ensure they are working as efficiently and effectively as possible. The role will be focused on the day-to-day running of Teach First in the region, implementation of our systems, processes and activities and offering PA support to the Regional Director to support effective leadership of all regional employees. This also includes an office management role, taking a lead in ensuring the working environment is the best it can be for the regional team. Finally, this role will also play a key role in supporting our school relationships teams, working with them to manage effective partnerships with schools across the East Midlands.

### At this level you will:

- 1. Impact:** Work with regional colleagues to ensure all work for the area is delivered in a timely and accurate manner.
- 2. Communication:** Ensure excellent communication with colleagues within the region and across the broader group of coordinators in the region and other region. Communication with external colleagues as required as per the purpose of the role above.
- 3. Innovation:** Suggest new ways of working to ensure Teach First is operating as effectively as possible
- 4. Knowledge:** Be familiar with the work of the region to be fully equipped to support the Regional Director and other colleagues with outputs

### Your responsibilities will include:

- Leading on all administrative processes and systems for the region
- Providing exceptional administrative support for the Regional Director including diary management, booking travel, and scheduling, thus supporting alignment between primary, secondary and programmatic teams
- Leading on the management of the office space, including environment and supplies as well as being heavily involved in any office re-location
- Leading on all regional communications including: compiling agendas, minutes and tracking action points for team meetings; compiling, editing and distributing email communications for the team
- Supporting our school relationships teams in their work building and maintaining our school partnerships, this could include both administrative and event support among other duties

- Supporting meetings, including booking venues and catering, coordinating RSVPs, agendas and taking minutes for regular and ad-hoc meetings
- Working across the sub-teams to ensure our partnership with our university partner is well supported, with all critical data present and tasks delivered
- Supporting the wider team as required, including booking group catering, travel and accommodation
- Supporting delivery of regional conferences and training days
- Supporting expenses and working with Programme Coordinator to manage the Regional Area budget
- Completing 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 may 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:

- **Prioritisation and Organisation:**
  - Proven ability to handle many tasks at once and prioritise accordingly (with support)
  - Excellent attention to detail
  - Ability to organise self and others
- **Accountability:**
  - A strong desire and track record of owning and leading areas of work
  - The desire to identify and implement improvements in your areas of responsibility
- **Office Management:**
  - Responsibility for running the physical office, including ordering of supplies and support with team days
- **Information Technology:**
  - Strong Excel, Outlook, PowerPoint and MS skills
  - Use of online CRM tools (e.g. salesforce)
- **Customer Service:**
  - Proven experience of providing high-level support to a senior leader in a fast-paced organisation
  - Exceptional organisation, planning and administrative skills, including the ability to prioritise own and others' workloads

### Desirable skills and experience:

- **Relationship Management**
  - High engagement skills and an ability to influence senior colleagues
- **Communicating & Influencing**
  - Ability to manage upwards and laterally, managing expectations and perceptions
  - High quality of written and verbal communication skills

**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 the intranet 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 4<sup>th</sup> April 2019 in our Nottingham office.