

Contract Type:	Permanent
Hours:	37.5
Location:	Yorkshire & Humber (Leeds & Sheffield offices (travel required))
DBS:	None
Level:	1
Salary:	£21,460

Regional Coordinator

Purpose of the team:

Teach First operates across 10 Regions in England and Wales. Regional teams are focused on the delivery of the organisation's programmatic delivery ensuring maximum impact based on the needs of their region. The teams hold critical relationships with our schools, participants and third sector and Regional businesses.

Purpose of the role:

The Regional Coordinator will support the Regional team (Yorkshire and the Humber) to ensure they are working as efficiently and effectively as possible. The role will be focused on the day-to-day implementation of Teach First systems, processes and activities and offering PA support to the Regional Director to support effective leadership of all regional employees.

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 regions
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 and senior team including diary management, booking travel, and scheduling, thus supporting alignment between primary, secondary and programmatic teams
- 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 to both an internal and external audience
- 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, training days and Summer Institute

- Supporting expenses and working with Programme Coordinator to manage the Regional Area budget
- Completing mandatory training and reading our DBS and Safeguarding policies
- Overseeing the management of two current regional offices; co-ordinating meeting space, office stationery, mail and deliveries, purchase management

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:

- **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
 - Strong Excel, Outlook, PowerPoint and MS skills
- **Communicating & Influencing**
 - Ability to manage upwards and laterally, managing expectations and perceptions
 - High quality of written and verbal communication skills

Desirable skills and experience:

- **Relationship Management**
 - High engagement skills and an ability to influence senior colleagues

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 week on 5th April 2019 in our Leeds office.