

# Programme and Events Coordinator

## Purpose of the team:

The West Midlands team delivers all Teach First's work across the region. This includes: overseeing the delivery of the Leadership Development Programme (LDP); communicating with and managing our community of over 300 active participants (trainee teachers) on the LDP; building and managing relationships with schools and headteachers; running programmes that help young people develop and achieve their aspirations for university or a career of their choice; and advocating for social mobility. We believe that no child's educational success should be limited by their background, and we work to make that true across the West Midlands.

## Purpose of the role:

The Programme and Events Coordinator is responsible for supporting the high quality and consistent delivery of the LDP in the West Midlands. Delivery support is wide-ranging and includes support for events such as a residential training programme (Summer Institute) for Teach First participants, large scale training days, and high-profile speaker and coaching events. Programme support also includes data management and analysis, communications to participants and other stakeholders, contributing towards non-event projects and managing administrative processes for the team. You will ensure effective systems and processes are created and implemented in support of the delivery of a range of programmes.

## At this level you will:

1. **Impact:** Work closely with the Programme and Events team to give crucial support for the delivery of LDP events and other team priorities
2. **Communication:** Ensure excellent communication with colleagues within the region and across the broader group of coordinators in West Midlands and other regions
3. **Innovation:** Maintain budget oversight of all logistical delivery elements for the team, offering suggestions on new, more effective ways, of working
4. **Knowledge:** Continuously build on knowledge, skills and experience with a view to being able to support across the wider West Midlands team

## Your responsibilities will include:

- Working closely with Programme and Events Leads to coordinate the delivery of the Leadership Development Programme and other programmatic events to Teach First participants. This includes working with internal colleagues, external partners and university partners to deliver a comprehensive calendar of events and learning opportunities across the year, including some evening and weekend events
- Execute event and project plans, monitoring the meeting of key deadlines and deliverables
- Lead on financial processes for the Programme Team to ensure timely payments and up to date budgeting.
- Support with the high-quality delivery of Summer Institute in the West Midlands, giving key administrative support where needed, including managing Incoming Participant data.
- Lead the delivery of a social media communications plan for participants on the LDP
- Ensure the accurate tracking, updating and analysis of participant and mentor data. Create and share reports to reflect this data
- Contribute to quality assurance and evaluation methods and contribute to the continuous improvement of the programme
- Build an effective network inside and outside of the organisation, including colleagues in the West Midlands team, other Teach First teams, and external contacts to assist with the successful delivery of programme events
- Complete 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:

- **Data Management**
  - Confident data management skills, including a thorough knowledge and understanding of Excel
  - Experience of creating in-depth evaluations to drive continuous improvement
- **Event Management**
  - Experience of planning, organising and supporting the delivery of events and complex projects involving multiple tasks and deadlines
  - Experience of collaborating with internal and external stakeholders
- **Communicating**
  - High quality written, verbal communication and presentation skills
- **Delivering results**
  - Establishes and accepts accountability for set objectives; takes ownership of assigned work through to completion; takes action before being asked
  - Is proactive, can work independently when appropriate and knows when to ask for support
  - Consistently delivers high quality work on time and against commitments.
  - Contributes to the achievement of team and departmental objectives; supports colleagues to help them achieve goals.

### Desirable skills and experience:

- **Customer Service**
  - Able to offer a continuously high service to a range of individuals, often working to tight deadlines
  - Experience of using client relationship management (CRM) systems

**All our employees are expected to model our principles and help others to do so.**