

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, third sector and regional businesses.

Purpose of the role:

The Regional Coordinator will support the London Regional team 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 London Regional Primary/EY Director and the London Regional Secondary Director to support effective leadership of all regional employees.

At this level you will:

1. **Impact:** Work with regional colleagues to ensure all work 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 in 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 Directors 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 Directors 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
- Supporting meetings, including creating agendas and taking minutes
- Working across the sub-teams to ensure our relationship 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
- Managing the Regional monthly finance reporting and credit card expenses
- 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:

- **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.