Programme & Events Lead

The role

The rundown: You’ll run high-quality events in your region that support all of our programmes and our trainee teachers

Your events will be delivered on time, within budget and exceed the expectations of everyone involved

You’ll have excellent project management skills, keep people engaged and confidently hold others to account for event delivery

Communicating with internal and external stakeholders is key to this role so you’ll be a confident communicator with great attention to detail

The detail: day-to-day work

- Managing and coordinating regional events working consultatively with colleagues to make sure they’re delivered successfully
- You’ll oversee communications with trainee teachers throughout events from joining instructions, fortnightly bulletins and evaluation follow-up
- You’ll regularly speak to suppliers and manage relationships with them, being the point of contact for any issues or escalations as needed
- You’ll put together and implement plans designed to engage those attending your events
- Understanding your obligations regarding Safeguarding and the protection of children by completing mandatory training and reading our DBS and Safeguarding policies

You’ll take ownership for:

- Managing and coordinating the delivery of programme events in your region
- Working with other programme colleagues to drive effective forward planning and continuous improvement of our programmes, innovating and ensuring effective systems and processes are in place
- Matrix managing your immediate team and other senior colleagues when needed to make sure the work is delivered on time
About you

The essentials:

- You’ll have experience of managing large scale events and conferences that meet delegate expectations and had lots of communications experience as part of this.
- You’ll be skilled in managing operational and administrative functions to ensure specific projects are delivered efficiently.
- You’ll have good Excel skills and be able to analyse data to identify trends
- You’ll be able to lead development and implementation of project plans involving multiple stakeholders
- You’ll be able to work seamlessly with a variety of teams and stakeholders, adapting your communication style to maximise support and engagement
- You’ll be able to provide leadership, motivation, direction and support to your team and colleagues

The nice to haves:

- Experience of negotiation with both stakeholders and suppliers
- Experience of managing and communicating organisational or programmatic change clearly
- Experience and/or an interest in the education sector

The main responsibilities of this role are described here. As our needs as a charity change, we may need to make reasonable changes from time to time.

We succeed when we work together. Here’s who you’ll be working with regularly:

- Course Lead, support staff and tutors from our university partner, Bath Spa University
- Peers in other regions
- Teach First’s central events team
- Regional Development Manager

More info on how the role fits in with the rest of the team and charity:

You’ll report to: the Regional Director

This position is a level 2 role. Take a look at our role levels and where you’ll fit in.
More about working for us

There’s lots of great stuff about working here. For full details pop over to our webpages.

**Our culture:** We live by our principles. They underpin our culture and identity. And inform everything we do. Find our more about our cultural principles.

**Diversity and inclusion:** Together we’re creating a culture where everyone, from any background, can do their best work. We want you to be able to bring your whole self to work. Find out more about what we’re doing to improve our diversity and inclusion.

**Our benefits:** Our mission is critical and the work’s important, but so’s your life. We’ve put together a benefits package that means you can live and work well. Find out more on our Working at Teach First webpages.

**This role is suitable for agile and flexible working**

Our agile way of working gives you flexibility. Need to start late, finish early or fancy a change of scenery? That’s fine, our Agile Working policy focuses on what you achieve, not presenteeism.

If you need a set and regular working pattern to support your life have a chat with us about flexible working options. Over 100 of us already have a flexible working agreement, with more than 70 different working patterns in place. We’re ready to hear your request. Find out more via our flexible working policy.