

School Partnerships Officer (FTC)

Purpose of the team

The focus of our 2015-19 strategy is how we can accelerate our progress towards the Fair Education Impact Goals. To achieve this and narrow key gaps between poorer pupils and their wealthier peers, we have grouped our work into Areas of Activity, Participant Impact, Ambassador Impact and Collective Action. Our Local Area Teams collectively focus on elements of each area of activity to work towards achieving our vision. We work with Participants, Ambassadors, Schools and Head Teachers to deliver this work

Individuals that join Teach First - participants - sign up for a two year training programme called the Leadership Development Programme (LDP). The South East and South Coast regional team oversees the delivery of this LDP in the region, which is delivered in partnership with university training provider, Canterbury Christ Church University. From communicating with participants once they've been recruited, building partnerships with schools for them to be placed in, through to the time they complete the LDP and become Teach First ambassadors, the South East and South Coast team ensure that schools, participants and ambassadors are well supported and able to have maximum impact on the pupils that we serve.

Purpose of the role

You will work in line with our strategy to grow our brand awareness and relationships and place more participants (trainee teachers) into eligible partner schools across the South Coast Region. You will be the account owner and main point of contact for our schools, one of our key stakeholder groups. As such you will ensure effective communications with schools, and incoming participants. You will also be responsible for recruiting new eligible partner schools that you can then match incoming participants to for the coming year.

Additionally you will lead on school events supporting our current partner schools and our new partners to engage fully in a partnership with Teach First and enhance the partnerships that we run with schools to support our schools in working towards our vision.

What you do

At this level you will:

- Report to the School Partnerships Manager for the South East & South Coast Local Area
- Manage relationships with schools in the South Coast area

Your responsibilities include:

- Demonstrating strong Data Management and Customer Relationship Management CRM including creating detailed reports for local area senior team including school lead data, Ofsted data, participant data
- Researching school eligibility
- Delivering a communications strategy with schools
- Communication via - email, direct mail, telephone & social media
- Monitoring and reporting on progress towards targets
- Ensuring all schools are inducted and prepared for their participants
- Raising the profile of the Teach First primary and secondary programmes in the region
- Liaising with pan local area teams
- Maintaining accurate records of requests, incoming participants, allocation and placement decisions

- Communicating allocation and placement decisions to partner schools, participants, local team and university partner
- Delivering placement meetings, events and presentations
- Developing partnerships with schools to work towards achieving the Fair Education Impact Goals

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.

You're good at

Essential:

- **Relationship Building:** Ability to establish and manage effective working relationships with a wide range of stakeholders both internally and externally
- **Administrative Skills:** Excellent written and verbal communication and presentation skills
- **Communications & Marketing:** Ability to communicate with, market and pitch to external audiences
- **Project Management:** Ability to think strategically and to develop and implement project and communications plans independently
- **CRM system:** Ability to develop robust systems and processes for CRM

Desired:

- **Education Sector Knowledge:** Experience in education, not for profit, or leadership development would be advantageous
- **IT Literate:** Salesforce (online database, reporting, online placement tool) and Dotmailer (e-marketing tool)

All our employees are expected to model [our values](#) and help others to do so.

Location

South Coast. Local Area Office, The Bishop of Winchester Academy Mallard Road Bournemouth BH8 9PW

Salary band

£31,510 + Benefits

Contract type

Fixed Term Contract until 10th January 2019

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.

Next steps

We aim to provide feedback to all applications within 10 working days from the closing date. **Please note that interviews will be arranged as suitable candidates are identified, so early application is strongly advised.**