

Contract Type:	Fixed Term until 20 <sup>th</sup> December 2019
Hours:	37.5
Location:	London
DBS:	None
Level:	2
Salary:	£31,510 + £3000 London Weighting

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## Programme and Events Lead, Summer Institute

### Purpose of the team:

The London Programme and Events team are responsible for the planning and delivery of high quality Teach First events for London.

### Purpose of the role:

The London Programme Events lead is focused on delivery of Summer Institute (SI), our five-week residential training programme that takes place across June and July and marks the start of our flagship Leadership Development Programme (LDP). This includes leading the delivery of this event, making operational decisions, briefing internal stakeholders in relation to the progress of SI and supporting the London region teams throughout. SI includes delivery of university teaching sessions, sessions in schools, creative opening and closing ceremonies and extra non-compulsory sessions aimed at enhancing our trainee teachers' SI experience.

### At this level you will:

- **Impact:** Responsibility for delivering SI to our trainee teachers. This will include planning and ensuring internal guidance is followed to achieve a successful event and associated targets/KPIs
- **Communication:** Ensuring the London region and university partner are equipped and prepared to deliver a high-quality SI
- **Innovation:** Identifying opportunities to enhance the quality of the planning and delivery of SI in London and contributing to improvement planning and implementation.
- **Knowledge:** Skilled in event planning and executive

### Your responsibilities will include:

- Overall responsibility for managing and coordinating the delivery of SI
- Managing SI associated events and delivering all activities to an exceptional standard
- Project management of the end-to-end delivery of SI using internal tools, processes and requirements
- Designing extra-curricular sessions and events and a creative opening ceremony.
- Foreseeing and managing delivery risks throughout the year, working with London colleagues to provide appropriate solutions as required
- Leading the day to day planning of London SI including SI logistics, university relationships, communications, timetabling and staffing
- Supporting with onsite delivery of week 5 (the final week of SI for over 1,500 trainee teachers from across UK), with a focus on managing risk and problem solving

- Serve as an on-the-ground point of contact for London team and any suppliers, vendors or partners throughout Summer Institute and associated events
- Providing support to other members of the London Programme and Events team
- Understanding your obligations regarding Safeguarding and the protection of children by completing the 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 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:

- **Event Management:**
  - Experience of managing large scale events and conferences that meet delegate expectations
  - Skilled in managing operational and administrative functions to ensure specific projects are delivered efficiently
  - Delivers events on time, within budget, that meet (and exceed) expectations
- **Project Management:**
  - Leads in developing and implementing a project plan that has implications across the London team and university partnership
  - Sets, communicates and maintains timelines and priorities in relation to each element of the project
  - Can manage multiple tasks simultaneously
- **Communicating and influencing:**
  - Conveys complex issues surrounding SI with clarity, brevity and confidence
  - Promotes dialogue with key teams and stakeholders through active listening and effective questioning
  - Adapts communication style to maximise support and engagement
  - Provides leadership, motivation, direction and support to the team
- **Problem Solving and decision making:**
  - Uses data and evidence from previous Summer Institute events to drive decision making at set national priorities
  - Makes informed decisions based on full evaluation of the opportunities and risks of each idea and solution
  - Knows when to collaborate and when to make decisions independently
  - Takes decisions where needed and is prepared to account for them

### Desirable skills and experience:

- **Relationship management:**
  - Owns and develops relationships with key people and teams
  - Negotiates with stakeholders such as London universities on important issues
  - Demonstrates influencing and persuasion skills in relation to complex and/or contentious themes.

**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 on 28<sup>th</sup> February 2019 with second round interviews on 7<sup>th</sup> March.