

Contract Type:	Permanent
Hours:	37.5
Location:	South West - Bristol
DBS:	None
Level:	1
Salary:	£21,460

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## Regional Coordinator

### Purpose of the team:

Teach First is a charity working towards a future where no child's educational success is determined by their background. The South West team are an ambitious, positive and growing team who deliver this vision primarily by supporting participants (trainee teachers) on our teacher training and/or development programmes. As well as working with schools, we also build partnerships with other stakeholders e.g. businesses, to raise awareness of the challenges associated with social mobility in the region and the UK.

### Purpose of the role:

We are looking for a bright individual with excellent attention to detail to support the Regional Director and the wider South West team by providing first-class administration for the region. The role would suit an ambitious entry level candidate with some relevant experience that is keen to develop within a high performing team, or an experienced administrator motivated by working in a rewarding and fast-paced environment. We will offer you an opportunity to become an expert in the areas of our work that you are most interested in e.g. events planning, team support, PA role, as part of your personalised development plan.

### At this level you will:

- **Impact:** Be pivotal in ensuring that all financial, logistical and administrative issues are managed effectively
- **Communication:** Establish yourself as the first point of contact for the team and participant queries and be comfortable representing the region and able to respond or action tasks efficiently
- **Innovation:** Actively suggest areas for improvement and greater efficiency in the processes you lead on
- **Knowledge:** Believe in Teach First's mission and continuously build on your knowledge and experience of our work to support the team to the best of your ability

### Your responsibilities will include:

- Completing all administrative tasks for the South West region including adhoc support for participants
- Work closely with the Programme and Events Lead to coordinate the delivery of the Leadership Development Programme to Teach First participants. This involves supporting the planning and deliver of a calendar of events and opportunities across the year
- Supporting the Regional Director with email management and diary management and travel and accommodation bookings
- Coordination of financial activity, including raising purchase order requisitions, reviewing variance reports and supporting with budget tracking
- Creating agendas and providing logistical support for regional team meetings and regional leadership team meetings

- Proactively build relationships with others across the organisation including other coordinators to share best practice and experience
- Recognising where our work puts you, key stakeholders and employees into contact with children and young people and understand 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:

- **Self-Management:** You possess excellent organisational skills; you’re able to plan and prioritise effectively and independently based on regional requirements and your own workload
- **Collaboration:** You’ll have experience of being part of a team in a fast-paced, busy environment or you are able to demonstrate experience of being part of a vision aligned team of people
- **Relationship Building:** You’re confident adapting your style in interactions with stakeholders. Proven experience of building effective working relationships would be advantageous
- **Administrative Skills:** You are a first-class administrator. You have experience of working with Microsoft Office and have supported a very busy team with fundamental administrative tasks

### Desirable skills and experience:

- **Customer Relationship Management:** Experience with Salesforce would be beneficial for this role
- **Education Sector Knowledge:** Experience in education, not for profit, or leadership development would be advantageous

**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 2<sup>nd</sup> and 5<sup>th</sup> April 2019 in our Bristol office.