

# Programme Coordinator

*As a charity that values and celebrates people's diversity and champions opportunities for all young people, we are keen to receive applications from people who have experienced disadvantage and from those who are of Black, Asian and Minority Ethnic communities who are currently underrepresented in our organisation.*

*If you are dedicated to ensuring young people from all backgrounds reach a meaningful level of academic attainment and are passionate about bringing about this change, please apply today or get in touch for more information.*

<b>Job Title:</b>	Programme Coordinator for [region or area]
<b>Reports to:</b>	Programme Manager for [region]
<b>Place of work:</b>	On most days, you will be required to work in Action Tutoring's partner schools in [region] as well as working from home between programmes. Occasional travel to our London office will be required. Travel costs will be paid.
<b>Salary:</b>	£23,000 per annum + £2,000 London weighting if applicable
<b>Contract and hours:</b>	Full time (37.5 hours per week) permanent contract.
<b>Benefits:</b>	25 days holiday per year pro rata, plus bank holidays. Employer and employee contribution to pension following successful probation period, in line with auto-enrolment pension requirements.
<b>To apply:</b>	Please send your CV and a letter outlining (max 1 page A4) to <a href="mailto:hello@actiontutoring.org.uk">hello@actiontutoring.org.uk</a> :  <i>(When uploading one document, please click 'upload', rather than 'finish application' to make sure that it attaches, and to allow you to upload another document.)</i>  1) Your ability to 'spin different plates' simultaneously, including clear examples of past experiences. 2) Your ability to be resilient when things are not going the way you thought, including clear examples of past experiences OR Your experience of managing diverse stakeholders, including clear examples of past experiences 3) Tell us about how our organisational values are in line with your values  Applications that fail to meet these criteria will automatically be discounted.
<b>Further information:</b>	Please visit <a href="http://www.actiontutoring.org.uk">www.actiontutoring.org.uk</a> Or email: <a href="mailto:hello@actiontutoring.org.uk">hello@actiontutoring.org.uk</a>
<b>DBS requirement:</b>	All Action Tutoring staff must have a DBS check. Should you be aware of any incidents, cautions or convictions that would appear on your DBS check, you should notify us with your application.

## About the opportunity:

Critical to our mission, we are now looking to recruit a Programme Coordinator to oversee a caseload of partner schools in [region]. You will work closely with the schools and pupils and manage the pool of volunteer tutors by regularly attending weekly tutoring sessions, as well as overseeing the quality of face to face and online tutoring, always working to deliver a great impact.

As the Programme Coordinator, you will also support the recruitment of volunteer tutors, manage the tutor sign up process, deliver training for tutors, develop relationships with schools including their Senior Leadership Team and subject teachers, collect data for monitoring and evaluation purposes, and work with other internal teams on business development opportunities.

## Duties and responsibilities

- Responsible for the delivery of Action Tutoring's tutoring programmes in partner schools, whether online or face to face. This includes working closely to manage all key stakeholders: schools, pupils and volunteer tutors; regularly attending weekly face to face and online tutoring sessions; leading on reviewing and improving programme delivery, using data to reliably assess programme performance.
- Support the Action Tutoring Recruitment Team with focused recruitment of volunteer tutors.
- Manage the tutor sign-up process to assign tutors to upcoming tutoring programmes, working with the Volunteer Recruitment Coordinator on local volunteer recruitment.
- Deliver training for tutors on an on-going basis.
- Develop and strengthen relationships with key stakeholders in partner schools, including members of the Senior Leadership Team and subject teachers.
- Update and maintain Action Tutoring's database, including collecting data for monitoring and evaluation purposes, such as attendance records, baseline and interim assessments and end of programme surveys. Reporting regularly on key performance indicators.
- Work with the London Programme Manager on business development, approaching new schools that might be interested in working with Action Tutoring.
- Proactively report to the Programme Manager on the details of Action Tutoring's operations in your partner schools.
- Any other responsibilities reasonably deemed necessary.

## Person specification

### Qualifications criteria:

- Undergraduate degree (or equivalent experience).
- A\*-C in maths and English at GCSE (or equivalent experience ).
- Right to work in the UK.

## About you

Being the sole representative for a partner school, you will need to use your ability to work independently and with initiative, often organising your own time to meet deadlines. You'll also need to have a strong aptitude for developing relationships with a range of stakeholders ensuring you uphold high standards of communication and adapt your style for different audiences. The nature of this role will also require you to demonstrate adaptability, resilience and the ability to cope with some uncertainty.

This position would suit you if you're looking to develop your experience in the education or charity sectors. Existing experience of working with young people and/or project management in a charity or education setting would be an asset.

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### DESIRABLE:

- Experience of working with young people and/or project management.
- Evidence of an interest in education and/or the third sector would also be an asset.

# Our benefits

## Hybrid working

We offer a flexible combination of office and home based working.

## Holiday

25 days holiday a year (plus UK public holidays), increasing by a day for each complete year of service (up to three extra days).

## Flexitime and TOIL

We have a flexible policy for working hours, and offer TOIL where staff have to work particularly early in the day or late in the evening, so that they can reclaim those hours at another time.

## Team away days

The whole team across the UK gets together three times a year. The days are filled with knowledge-sharing and skills development opportunities and also give a chance to catch up and socialise with colleagues through fun activities.

## Pensions

We have a workplace pension scheme with a 3% employer contribution.

## Culture of celebrating

Regular thanks and praise and monthly recognition of 'heroes' to celebrate employees going above and beyond.

## Knowledge-sharing

Lots of opportunities to learn from others in the organisation, including policy briefings, shadowing colleagues and peer-to-peer development.

## Socials

Team socials around team days, regular bring-and-share team lunches and other activities.

## Proofreading Team

As well as checking the accuracy of all content Action Tutoring shares with external audiences, our proofreading team supports individuals who would value an extra pair of eyes on their writing.

## Ad hoc projects

Interested in other exciting topics relevant to our charity?  
Then join one of our working groups (including policy, diversity and inclusion, curriculum and training, socials, data and insights) and support with ongoing projects.

# action tutoring

[www.actiontutoring.org.uk](http://www.actiontutoring.org.uk)

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