

Job applicant information pack

Partnerships Coordinator (Maternity Cover)



About us

At Action Tutoring, we believe every child should be given the **opportunity to succeed** in school.

But in the UK today, young people from disadvantaged backgrounds are less likely to achieve the grades they need to progress in life. This isn't because they are any less able; they have less access to the tools to help them **reach their potential**.

We don't think this is fair. We know tutoring is an effective way of improving academic attainment and so we harness the **power of volunteer tutors** to bridge the gap and ensure this help can be accessed by every pupil who needs it, **not just those who can afford it**.

We specifically help pupils facing socio-economic disadvantage and who are at risk of leaving primary or secondary school without reaching national standards in their exams. We work **in partnership with schools** in nine cities and regions across the UK, delivering weekly tutoring in English or maths to those pupils who need it most.



Our mission

Action Tutoring supports young people facing **socio-economic disadvantage** to achieve a meaningful level of academic attainment, with a view to enabling them to progress in education, employment or training.



We do this by partnering high-quality volunteer tutors with pupils to increase their **subject knowledge, confidence** and **study skills**.

Our **vision** is a world in which no child's life chances are limited by their socio-economic background.

Our values

Our team are passionate, dedicated, professional and supportive.

We are a values driven organisation and the following **six core values** underpin what we do and how we seek to do it.

Learn more about our values at:
www.actiontutoring.org.uk/our-story/



High standards



Reflective



Evidence based



Aspirational



Integrity



Collaborative



Our impact in 2020–21

31,763

sessions of
tutoring delivered

5,528

pupils benefitted
from tutoring sessions

2,749

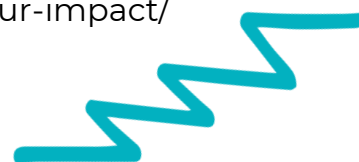
volunteer tutors
supported our work

The impact of the pandemic on our pupils

In **2019–20**, Action Tutoring delivered tutoring for six months until the pandemic forced schools to close. During that time, pupils made an average of +12% progress, when comparing the results of their initial assessment at the start of the programme and their progress assessment in February.

Even before the crisis, disadvantaged pupils were **already 18 months behind** their non-disadvantaged peers on average by the end of secondary school. School closures are likely to have widened this gap, reversing all progress made to narrow it since 2011. Sadly, studies suggest it could have widened **by as much as 75%**.

For more information, head to: www.actiontutoring.org.uk/our-impact/



Partnerships Coordinator (Maternity Cover)

As a charity that values and celebrates diversity and champions opportunities for all young people, we are keen to receive applications from those 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** or get in touch for more information: hello@actiontutoring.org.uk.

Reports to

Partnerships & Fundraising Manager

Salary

£24,000 per annum + £2,000 London weighting, if applicable.

A inflationary increase of 6% will apply from September 2022.

Contract and hours

Fixed term full-time contract of 1 year. We offer flexible hours with 9.30-4 as core hours. A full working week is 37.5 hours.

We would consider 30 hours/4 days a week for the right candidate.

Closing date

Sunday, 5th June 2022

Interviews

9th and 10th June 2022

Start date

Monday, 25th July 2022 or Monday 1st August 2022

Place of work

London office: The Dock, Tobacco Quay, Wapping Lane, E1W 2SF.

Hybrid / flexible. We have a central London office but our team work from across the country and we are happy to support predominantly remote or office-based working.

Benefits

25 days per year (an additional day of leave will be given for each year of service up to a maximum of three extra days) plus bank holidays.

Employer and employee contribution to pension following successful probation period, in line with auto-enrolment pension requirements. Learn more about our benefits on page 8.

DBS requirement

All Action Tutoring staff must have an enhanced DBS check suitable for the child workforce.

If you don't already have one, we'll process one for you. Should you be aware of any incidents, cautions or convictions that would appear in a DBS check, please notify us when you apply.

To apply

Please submit [here](#) a CV and outline in a letter (max one page of A4):

- 1) Your presenting/pitching experience, including clear examples.
- 2) Your experience networking and developing valuable relationships.
- 3) Tell us about how our organisational values align with your values.

Applications that fail to meet these criteria will automatically be discounted. We want you to have every opportunity to shine and to show us your skills—please let us know if there is anything we can do to make sure the assessment process works for you.

About the opportunity

Working closely with the Partnerships and Fundraising Manager and wider marketing team, you will identify and cultivate fruitful partnerships with a range of medium and large businesses, civil service departments and organisations working with retired individuals (exact mix to be defined when the role begins and reviewed on an annual basis).

The successful candidate will help maximise the potential of corporate and other organisations for volunteer recruitment, to ensure a sustainable supply of tutors to enable growth for Action Tutoring. As a relatively young organisation, raising our profile and brand awareness lies at the heart of our marketing and recruitment activities. You will be recruiting volunteers from across the country to deliver both online and face to face tutoring support in the charity's regions. You will adapt your support depending on current programme needs and targets.

The role requires someone with outstanding people skills, able to win people over to your cause through genuine passion, with an ability to take initiative and think creatively to spot new opportunities. You will need to be proactive and persistent. An ability to think strategically and use data to identify priorities and help spot opportunities will also be critical to success in the role. A genuine interest in the charity sector and/or education is vital.

Duties and responsibilities

- Drive new applications from potential volunteer tutors, ensuring a strong supply of high quality applications to meet growth targets in each region, for both face to face and online delivery.
- Work with the Partnerships and Fundraising Manager to build on and develop new relationships with organisations, including corporate businesses and the civil service (exact mix defined when role begins), with the aim of encouraging employee volunteering and ensuring a sustainable pipeline of volunteers.
- Deliver information sessions ('Lunch & Learn') and induction tutor training sessions to prospective and new volunteer tutors. Host feedback and reflection sessions for active volunteers.

- Shared responsibility for volunteer calls to those who don't complete their Disclosure and Barring Service check at training: checking their ID and processing their check and calls to chase those who don't book on. Full training will be given for this.
- Maximise the potential from existing partnerships.
- Generate regular reports and communicate updates to volunteer partners to demonstrate the value and impact of their volunteers.
- Identify and develop relationships with corporate organisations to help diversify Action Tutoring's pool of volunteers.
- Work with the current volunteer pool to identify potential advocates for Action Tutoring through their employers or member organisations, particularly to encourage word of mouth recommendation.
- Research new leads for corporate volunteer recruitment and corporate fundraising opportunities including sponsorship, fundraising events, donations and 'charity of the year' offerings.
- Articulate the benefits and value of volunteering with Action Tutoring to corporate organisations, developing new communications documents, sourcing case studies and materials to assist this and attending events; supporting the profile raising of Action Tutoring wherever possible.
- Support programme staff to develop local partnerships, through businesses and public sector links.
- Maintain accurate records of recruitment channels and relationships; use data to analyse the effectiveness of different recruitment channels, using this information to inform future work.
- Any other duties deemed reasonable by the Chief Executive Officer.

Person specification

Qualifications criteria:

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

We are looking for some of the following attributes, though you might be more experienced in some areas than others:

- Highly organised, able to multitask and prioritise and complete activities to a high standard; excellent time management skills.
- Have experience managing stakeholders, networking and building relationships for professional purposes, friendly and outgoing.
- Able to work independently and use initiative in a range of situations to spot new opportunities and collaborate across teams.
- Strong verbal and written communication skills and interpersonal skills.
- Confident public speaker; able to present well to a range of audiences, ability to be persistent and persuasive when required.
- Have high computer literacy; familiar with Microsoft Word, Excel, Powerpoint and have experience using databases (desirable).
- Open to new ideas, able to suggest improvements and take ownership. Action Tutoring is a small organisation and values the creative input of all staff members to innovate and drive improvements.
- Adaptable and open to learning. You will need to be willing to adapt and to grow and develop with the organisation.
- Efficient and able to work under pressure when required, able to multi-task and juggle a varied workload.
- Committed to equality, diversity and inclusion.
- Committed to the mission and values of Action Tutoring.
- Committed to promoting and safeguarding the welfare of children.

You will be likely be more successful in this role if you have:

- Experience in sales, recruitment or marketing experience.
- Experience working with a range of stakeholders.
- Experience of working with volunteers.
- Experience using databases.

Our benefits



Hybrid working

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

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.

Pensions

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

Knowledge-sharing

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

Proofreading support

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.

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).

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.

Culture of celebrating

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

Socials

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

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

hello@actiontutoring.org.uk

0203 872 5894

@ActionTutoring

Registered charity number - 1147175 Company number - 08105978

Action Tutoring, The Dock, Tobacco Quay, Wapping Lane, London E1W 2SF