

Programme Coordinator – Development and Events

Salary:	Scale 2 to Scale 3 (£18,846-£23,376)
Contract:	Full time, permanent
Start date:	Tuesday 18 th April 2017
Essential experience:	None required

Introduction

School 21 is an exciting new school in Stratford. With two key aims at the heart – to create an environment where students produce beautiful work that is of value to the world today and to prepare students for success in the twenty-first century – School 21 is redesigning and transforming the face of education.

We have a commitment to acting as a hub of innovation in education, sharing our key learnings beyond the school in order to help shape the education space. As such, School 21 receives hundreds of visitors every year, in the form of teachers, interested parties from the world of business, and members of the local community.

We are now looking for a new member of staff who will be able to coordinate these visits and also the fundraising effort needed to support the innovation in school. As such, the Programme Coordinator will be responsible for relationship building, events and development.

The role

This is an exciting role for an enthusiastic, meticulous and personable individual working in an innovative and influential school.

As Programme Coordinator, you will be integral to the Partnerships Team, designing, marketing and managing events which showcase the school and spread our work with the wider education, business and local communities. Additionally, you will be responsible for spotting and coordinating efforts to secure funding for the school's innovation, and writing effective funding bids.

Working within a small and busy team, you will be comfortable using your initiative and excited about working with a wide variety of stakeholders from school students to secretaries of state. You will be a skilled and persuasive writer, and take a meticulous approach to managing your time and projects.

You will show excellent attention to detail, especially when managing relationships with people and coordinating multiple events. With your excellent organisational skills, you will be good at preparing for every eventuality, whilst at the same time being flexible and adaptable when faced with change.

You will be adept at juggling competing priorities and understanding the needs and motivations of the diverse range of individuals and organisations engaged in our work.

A confident and persuasive communicator, you will write fundraising applications and publicity materials, and promote our work across social media and through other channels. As an ambassador for School 21, you will represent the organisation at meetings and events.

School 21 is committed to the professional and personal growth and development of all our staff. This is an entry level role and the successful candidate will receive the training and guidance to be able to get to grips with all the tasks associated with this role.

Key accountabilities

- Event planning and management;
- Working with the Director of Partnerships to create compelling written propositions to fund and launch new projects and programmes;
- Liaising with multiple stakeholders and coordinating their involvement with the school;
- Writing reports based on information collected from project evaluations and research;
- Administrative duties, including diary management and data entry as required;
- Gathering regular stakeholder feedback to help promote continuous improvement;
- Monitoring and reporting on project milestones;
- Ensuring that interactions and activity with partners are recorded appropriately using our contact relationship management software.

Competencies

- Excellent interpersonal skills with the ability to establish effective working relations with internal and external colleagues and stakeholders;
- Strong written and verbal communication;
- Meticulous attention to detail;
- Good IT skills and a willingness to develop these;
- Outstanding organisation, prioritising and planning skills;
- Ability to work on your own initiative;
- Ability to work under pressure and to work to deadlines as required;
- Ability to assimilate information quickly and to think logically;
- Reacts positively and promptly to changing situations and requirements;
- A natural and confident networker who seeks and establishes impactful relationships which will grow the school community;
- Experience of coordinating multiple tasks, projects and events with a variety of stakeholders;
- Interest in the education sector and issues surrounding social mobility.

You will love this job if...

- You want to be part of a growing force for innovation in education;
- You enjoy working with committed people in a friendly and purposeful environment;
- You have an exceptional attention to detail, and are a naturally organised person;
- You enjoy writing, especially to make a compelling argument;
- You enjoy developing new relationships;
- You are passionate about education and creating opportunities for young people;
- You like people and people like you!

How to apply

Please complete the online application form which can be found [here](#).

If you wish to have an informal discussion about this role, please email Debbie Penglis at the email address above.

Closing date: Monday 6th March at midday. Interviews to take place in the week commencing 13th March.