

Job Description: Programme Coordinator

We are currently recruiting a Programme Coordinator to work within our Partnership and Programmes team. The role would be supporting with the delivery of our Quality Assurance Review (QA Review) programme.

Both full and part time applications will be considered for this role.

About Challenge Partners

Who we are: Challenge Partners is a practitioner-led education charity that enables collaboration between schools to enhance the life chances of all children, especially the most disadvantaged.

How we do it: The Challenge Partners central team works closely with school leaders and other education professionals to facilitate a variety of programmes and services for schools in our partnership. We ensure the knowledge and skills of the best in our network are available to everyone, reducing the variability in education provision whilst improving the performance of all schools, leaders, and pupils in the partnership.

Our team: There are currently just over 20 people in our growing team. We are dedicated to working hard for our schools whilst enjoying what we do and who we work with. You will be working in a friendly and dynamic group with backgrounds in education, the wider social enterprise and charity sector, and the corporate world. The majority of roles are school-facing, and team members work closely with leaders in our schools to generate and refine ideas and create maximum value for the network.

The QA Review: To find out more about the Network of Excellence and the QA Review, please click [HERE](#).

Job Purpose:

To support the delivery of the QA Review. This position requires a self motivated, organised, detail-focused and personable individual to work as part of our team.

Key responsibilities:

- Support the delivery of the programme, including scheduling programme dates, training sessions, and other supporting activities. Manage associated programme communication as appropriate
- Monitor and evaluate programme feedback
- Coordinate and schedule meetings with external stakeholders
- Maintain agreed relationships with programme stakeholders. As directed, maintain relationships with donors, customers, service providers and other stakeholders as identified and resolve all queries and operational issues, escalating as appropriate

- Maintain and update programme information as required, including handbooks, website and marketing materials
- Maintain and share regular management information (financial and non-financial), and develop additional programme reports upon request
- Other tasks commensurate with the role as appropriate

Person Specification:

Specific skills and attitudes we are looking for in an applicant are as follows:

- Excellent relationship management skills and a friendly, personable demeanor
- Positivity and optimism
- The ability to work well under pressure
- Outstanding attention to detail, and pride in your work
- High computer literacy, with experience of using Microsoft Office packages, particularly Excel and Powerpoint
- Excellent written and oral communication skills, with the ability to deal with people diplomatically and appropriately, building rapport with those at varying levels of seniority
- Ability to prioritise effectively to meet competing demands, through excellent organisation and time management
- The ability to work well under pressure
- A willingness to learn and give and receive feedback
- A passion for education, and a desire to make a difference

Personal Characteristics:

Our team is very important to us, and we are looking for someone who shares our key values:

- **Excellence**- we are always looking for ways to improve because we are determined to achieve the best for every child, teacher and leader.
- **Equity**- we treat each other fairly, with trust, care and respect. We seek the best for every child, and know that those who have the least, need our combined expertise the most.
- **Courageous leadership**- we speak up and take responsibility for all children, making sure that we do not harm others in doing our best for our own schools
- **Challenge**- We expect the best of ourselves and each other, and value challenge which helps us improve
- **Collaboration**- We listen to, share with and learn from each other, developing our practice together so that every child benefits from our combined wisdom and creativity
- **Innovation**- We use and generate research, we innovate with discipline and evaluate intelligently in pursuit of better outcomes for all children, especially the most disadvantaged.

Salary and benefits of working for Challenge Partners

- Salary £24,293-£27,937 (full-time, prorated for part-time) dependent on experience
- 25 days of paid holiday per year, plus 8 additional days of bank holiday (pro rata)
- An employer contributed pension - we match up to 5% of your own contribution

- Private healthcare
- Flexible working hours
- A school based office in South Bermondsey
- A supportive and friendly team
- A chance to make a real difference to educational outcomes
- The opportunity to progress and develop skills in a dynamic and fast-growing team
- The opportunity to interact with the children at our school (including weekly reading)

How to apply and our recruitment process

Challenge Partners is an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Both full and part time applications will be considered for this role.

If you would like to be a part of our team, then please send the following to jobs@challengepartners.org **by 11pm on Sunday 24th February:**

- A CV of no more than two pages
- A cover letter of no more than two pages demonstrating how you meet the requirements of the role and the person specification.
- In your email, please let us know whether you wish to apply full-time or part-time. You should also notify us if you have any issues with the proposed timeline (below) and if you have a preferred role you would like to be considered for.

Please note that we will disregard your application if we do not receive a CV and role-specific cover letter.

Appointment will be dependent on receipt of satisfactory references and completing a DBS check.

Next steps

Once you have submitted your application the following timelines apply:

- **Sunday 24th February (11pm):** deadline for submission of applications
- **Monday 25th February (by the end of the day):** all successful applicants will hear if they have progressed to the next round. Due to the volume of applications we receive, we are not able to give you individual feedback if your application is not successful at this stage
- **Wednesday 27th February-Friday 1st March:** 30-minute phone interviews. If we would like to meet you for a face-to-face interview, we will notify you by COB Friday 1st March
- **Wednesday 6th March:** interviews. These will be held at our offices in South Bermondsey and will include a panel as well as some role specific tasks
- **12th March:** we will notify the successful applicant. Unsuccessful applicants will be offered the chance to receive feedback over the phone

Start date: ideally to start in April, although we are prepared to be flexible to ensure that we recruit the most suitable candidate.