

VACANCY
Action Tutoring Programme Coordinator London (Full Time)

Job title	London Programme Coordinator
Location	London Office: The Dock, Tobacco Dock, E1W 2SF. With frequent travel to our partner schools in London.
Salary	£21,884 per annum
Contract	Permanent, subject to satisfactory 3-month probation period.
Hours	Monday – Friday, 37.5 hour working week if full time. Occasional Saturday or evening work may be required, for which time off in lieu will be given.
DBS Requirements	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.
Benefits	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. You have the right to opt out of this if you wish, Please note that due to the nature of our work with schools, holiday requests are not granted in term times when programmes are running, except in exceptional circumstances.

About Action Tutoring and the role:

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 go on to further education, employment or training. We do this by partnering high quality volunteer tutors with pupils to increase their subject knowledge, confidence and study skills.

Action Tutoring is a national education charity that provides tutoring to pupils from less-advantaged backgrounds in London, Birmingham, Sheffield, Liverpool, Newcastle, Bristol and Brighton. We have grown rapidly over the last couple of years and have ambitious plans for developing our programmes in the future.

We are looking for a high-calibre candidate to join our team as a Programme Coordinator for London. You will be responsible for overseeing a case load of 6-7 partner schools primarily based in East London, liaising and working closely with the schools and pupils and managing our pool of volunteer tutors. You will oversee the quality of tutoring, continuously working to deliver the greatest impact for participating pupils.

The position could suit a person who wants to gain experience of performing a role requiring multiple stakeholder management, experience in the education and charity sector and join an exciting and rapidly developing charity. We are looking for people who can demonstrate genuine commitment to the vision of the charity and see themselves developing with us.

Comprehensive induction and training will be provided. Action Tutoring is committed to providing development opportunities for its staff, and as a growing charity there are plenty of opportunities to take on new areas of responsibility.

Start date	Ideally early February 2019
Closing deadline for applications	5pm 2 nd January 2019
Interviews	8 th January 2019 – please let us know your availability for this date in your cover letter.
Apply	Please send a CV and cover letter to jobs@actiontutoring.org.uk Cover letters should be attached separately to CVs and must not be more than one page long. Your letter should clearly state why you want to work for Action Tutoring, why you would like this particular role and how you think you meet the person specification. Applications that fail to meet these criteria will automatically be discounted.

Duties and Responsibilities

- To take responsibility for the delivery of Action Tutoring’s tutoring programmes in partner schools. This includes working closely to manage all key stakeholders: schools, pupils and volunteer tutors. Regularly attending tutoring sessions; leading on reviewing and improving programme delivery, using data to reliably assess programme performance.
- Assist the wider London team with focused recruitment of volunteer tutors.
- To manage the tutor sign up process to assign tutors to upcoming tutoring programmes, working with the Recruitment Officer on local volunteer recruitment.
- Delivering training for tutors on an initial and on-going basis.
- To develop and strengthen relationships with key stakeholders in partner schools, including members of the Senior Leadership Team and subject teachers.
- To 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.
- To work with Action Tutoring’s Programme Manager on business development, approaching new schools that might be interested in working with Action Tutoring.
- To proactively report to Action Tutoring’s Programme Manager on the details of Action Tutoring’s operations in your partner schools.
- Any other responsibilities reasonably deemed necessary.

Person specification

We are seeking applications from individuals who are:

ESSENTIAL

- Able to **work independently and use initiative** in a range of situations. Programme Coordinators will often be Action Tutoring’s sole representative at a partner school, so will need to be able to effectively organise their own time and be confident in working autonomously.

- Able to **develop strong relationships with a variety of stakeholders**. The role involves regular communication with tutors, pupils and teachers: the Programme Coordinator will need to be able to adapt their communication style to different audiences and uphold Action Tutoring's high standards of professionalism in all interactions.
- Able to **meet deadlines and undertake administration**. The Programme Coordinator will be responsible for maintaining accurate and timely records of all aspects of Action Tutoring's work in the region – much of this administration requires working to deadlines under pressure.
- Committed to **ensuring young people from all backgrounds reach a meaningful level of academic attainment**. The Programme Coordinator is critical to enabling Action Tutoring to deliver on its mission and will need to be passionate about bringing about this change.
- **Adaptable and open to learning**. Action Tutoring is a relatively young organisation and is constantly changing – the Programme Coordinator will need to be willing to adapt and to grow and develop with the organisation, as well as taking a lead on suggesting changes and driving programme improvement.
- **Resilient** to challenges of working with volunteers and **committed** to the charity for their longer-term development.

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.