

Job Description: Programme Coordinator (Training and Events)

Reports to: Programme Delivery Manager

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office (events permitting)

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £27,000 to £30,000 (depending on experience)

About the role:

We're looking for a proactive Programme Coordinator with strong project administration skills and Excel skills to join our team. Delivering excellence in Initial Teacher Training and Early Career Teacher experiences and faculty support, this wide-ranging role encompasses project and event administration, customer service, technology and financial administration.

For the right candidate, there is plenty of scope for growth and development in the role, as well as the opportunity to contribute to innovation and development within the team.

Key Responsibilities:

- Responsible for training logistics and operational support across our Initial Teacher Training and Early Career Teacher Programmes
- Deliver event logistics for programme launches, summer schools, conferences, and training sessions, from planning and preparation through to delivery and evaluation (online and in-person)
- Provide trainee/ECT teachers and mentors with support and information to maximise their programme progress and engagement
- Carry out compliance tasks including tasks to support apprenticeship provider activities and employment checks
- Maintain learning management system areas and create online courses for programmes as designed by curriculum teams
- Maintain effective systems to meet business needs, including progress tracking, work planning, reporting cycles, registrations with accreditation providers and other bodies; analyse programme data
- Work closely with the operations team to ensure consistency of experience for the team and for teachers
- Lead/deliver on key projects to support the growth and development of the faculty and its work as needed
- Maintain effective communication across the team and with our schools
- Work with the ATT Business Manager to process invoices and track expenditure against the ITT and ECT budgets
- Work with partner organisations such as Ambition Institute, Teaching School Hub, partner schools to deliver programmes effectively and meet contractual obligations
- Supporting the wider faculty team as needed

Person Specification: Programme Coordinator (Training and Events)

Knowledge & Skills

- Strong project administration or event administration skills with excellent attention to detail (essential)
- Excellent IT skills, with specific skill in using Microsoft Office applications (especially excellent Excel skills) (essential)
- Excellent communication, writing and editing skills: able to produce clear and insightful communications (both verbal and written) (essential)

Personal Qualities

- Excellent time management skills and the ability to manage tight deadlines and changing priorities (essential)
- Excellent organisational skills: can prioritise multiple concurrent projects, tasks and requests and manage work effectively to meet all deadlines (essential)
- Strong attention to detail for data entry, compliance tasks and tracking progress (essential)

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on [this link](#).