

Programme Coordinator – Professional Pathways

Ark is an international charity, transforming lives through education. In the UK, we are a network of 38 schools, educating more than 24,000 pupils across Birmingham, Hastings, London and Portsmouth. These schools are all non-selective and in areas where they can make the biggest difference. We exist to give every young person, regardless of their background, a great education and real choices in life about their pathway through to university, apprenticeship or career.

The Professional Pathways programme provides a high quality experience for students who are pursuing vocational and technical qualifications in our sixth forms. Teachers are trained to embed employer-led curriculum projects into the design and delivery of Level 3 Business, Applied Science and IT qualifications, deliver a bespoke work readiness curriculum and engage in meaningful and informed discussions about apprenticeship and higher education options for their students. After running a successful pilot this year, we also offer a transition year programme for students who have not passed GCSE English and/or maths in Year 11.

The Professional Pathways programme started with an initial cohort of 35 students in September 2015 and now works directly with over 400 students across Ark sixth forms. The Programme Coordinator will report in to the Professional Pathways Manager and work closely with the Programme Officer. The role will sit as part of the wider Pathways, Enrichment and Partnerships team at Ark.

About the Programme Coordinator Role

The Programme Coordinator is responsible for managing the data for our student and teacher databases to ensure that it informs our monitoring and evaluation, ultimately facilitating the delivery and improvement of the programme. They will also be responsible for coordinating the logistics of student recruitment and student conferences, ensuring the smooth delivery of this activity.

The ideal candidate will be an experienced coordinator who is keen to bring their passion for processes, systems and events to a rapidly expanding programme.

Closing date:	12pm on Thursday 18 th July
Start Date:	As soon as available
Salary:	£22,000-£26,000 depending on experience
Interviews:	First round interviews will take on Tuesday 23 rd July. Second round on Friday 26 th July.
Location:	Ark's head office is currently based in Holborn, London, but we will be relocating to a new West London office (based in zone 2), by the end of 2019. The new location in Notting Dale, will be a short walk from Shepherds Bush (Central Line and Overground) and Latimer Road and Wood Lane (Hammersmith and City and Circle Lines).

Responsibilities

Programme Monitoring and Evaluation

- Develop systems to store and monitor relevant and up to date data about Professional Pathways students and teachers, including downloading relevant data from Ark's management information systems around:
 - Student enrolment/attendance/retention
 - Assessment data
 - Intended and final destinations data
 - Attendance at Professional Pathways events
- Maintain accurate contact and (where appropriate) emergency contact details for students
- Coordinate the collection and presentation of systematic feedback from students, teachers and employers about the quality and impact of the programme

- Ensure that any students who drop out of the programme are supported to provide detailed feedback on their experiences
- Ensure that data is stored securely and in line with Ark's GDPR regulations – ensure there is a process in place for archiving data effectively at the appropriate times

Student Events/Conferences and Work Readiness curriculum resources

- Develop materials to visualise the annual calendar of student conferences and events to share with key stakeholders
- Lead on all event administration including organising coaches or train travel for schools outside of London, printing materials, organising catering and liaising with venues to discuss set up requirements
- Coordinate student registration for events including sign up and registration on the day
- Communicate final logistics with students and teachers including developing standardised risk assessments to support in school health and safety and safeguarding processes
- Process and log invoices, expenses and event expenditure
- Act as the first point of contact for all queries from students, teachers and volunteers
- Print and courier work readiness resources to schools and students on a termly basis

Student Recruitment

- Collate Ark Year 11 student data to identify target groups for recruitment
- Coordinate logistics for in school recruitment support including diarising assemblies, workshops and parents' evening slots for Professional Pathways involvement
- Support with the design of recruitment and cultivation resources and events to engage different audiences including Ark students, external Year 11 students and parents
- Ensure that Ark wide recruitment systems include relevant information about Professional Pathways courses
- Support at recruitment events or workshops where appropriate/necessary, including student assemblies and parent evenings.

Wider work of the Pathways and Enrichment team

The successful candidate will have:

- Passion for the ability of technical and vocational education to support social mobility aims
- Experience of developing and managing databases and surveys to support monitoring and evaluation activities
- Meticulous attention to detail and accuracy
- Experience of supporting with event logistics
- Excellent written communication and interpersonal skills
- Comprehensive IT skills, particularly in working with MS Office and cloud-based storage

Desirable

- Experience of designing recruitment materials
- Experience of delivering workshops for 14-19 year olds
- Experience of working with business or industry volunteers

Personal characteristics

- Positive and motivated, action-oriented style

- Ability to work logically and methodically and thrives in a fast-paced environment
- Ability to multi-task, managing workload and prioritising time effectively
- Committed to delivering consistently high-quality and accurate work
- Reflective and emotionally literate
- Professional integrity and resilience
- Highly collaborative and flexible

Other requirements

- Must have right to work in the UK