

Job Description: Ventures Team Coordinator

Reports to: Deputy CEO

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

Contract: Permanent

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

Salary: £35,000 (depending on experience)

About the role:

We're looking for a new Team Coordinator to support our Deputy CEO with meetings and administration, and to contribute to the effective running of the team and its exciting projects.

This role offers an exciting opportunity for an individual to development their own skills while supporting a team focused on solving challenges in education and society.

The role will be busy and varied and you will thrive on being organised and taking on new challenges as you respond to varied requests for support and increasing involvement in Venture team projects.

Key Responsibilities:

Support for and representing the Deputy CEO

- To manage the Deputy CEO's diary commitments, including organising meetings, venues and liaising with internal and external parties
- To manage the Deputy CEO's priorities, scheduling time for him to complete tasks, following up on actions and ensuring all key team deadlines are kept
- To communicate and build relationships with board members, colleagues, donors, high-profile individuals, and Ventures management teams in a respectful and professional manner
- To draft emails and correspondence consistent with the tone and style of the Deputy CEO
- To ensure information and papers relating to meetings are prepared and provided in a timely manner
- To attend meetings where appropriate and take notes/minutes when required
- To make travel arrangements and process monthly expenses

Support for and representing the Ark Ventures Team

- To play a key role in the efficient and successful delivery of the Venture team's projects
- To be the first point of contact for new enquiries and correspondence for the Venture team and ensure these are dealt with promptly and effectively
- To carry out research, compile information and draft emails and short reports relating to the Venture team's projects
- To ensure the efficient management of CRM information, team and project documents and templates, including management of SharePoint folders
- To prepare for regular Team meetings including ensuring timely input from team members
- To use a variety of software packages to produce and maintain text documents, presentations, and spreadsheets to support with project administration
- To work in closely with the team and propose improvements to ensure the team is well run and provides exceptional service to its funders and ventures
- To liaise with Ark internal HR, IT, Finance and Office teams to proactively management the requirements of the team and ventures and resolve issues as and when needed

Person Specification: Ventures Team Coordinator

Qualifications

- Degree level qualification or equivalent experience would be beneficial

Knowledge & Skills

- Experience with working successfully with senior leaders and stakeholders
- Experience of diary management
- Collating information and producing high quality correspondence and reports
- Managing competing demands and multi-tasking effectively
- Highly computer literate, with experience of data handling and necessary IT systems
- Outstanding attention to detail and proofreading skills
- Ability to write clearly, concisely, and grammatically

Personal Qualities

- Excellent communication skills, both written and oral
- A good team player, able to support and work closely with the whole Ventures team
- Ability to work in a fast-paced environment and remain calm under pressure
- Adaptable, organised, and able to work with minimum supervision
- A proactive approach to work
- Total discretion and unfailing ability to respect confidential information
- Be detail oriented
- Want to develop their experience working alongside schools and innovative charities
- Enjoy administrative work, being part of a supportive team and want to develop skills and knowledge by playing an active role in the team
- Have the personal confidence and competence to propose improvements and challenge appropriately as part of the team's ongoing development

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; all successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. Please [click here](#) to learn more.