**Job Description: Programme Coordinator – West Yorkshire**

**Post Title:** Programme Coordinator – West Yorkshire

**Responsible to:** West Yorkshire Senior Programme Manager

**Salary:** £24,960 per annum

**Holiday entitlement/Pension:** Holiday entitlement will be 33 days per annum (inclusive of Bank Holidays), Employee Assistance Programme and access to an employee perk-based platform. The Tutor Trust also provides a contributory Government-backed NEST pensions scheme, which is offered to our employees after the qualifying period.

**About Tutor Trust**

We’re a proudly Northern charity that believes in equity in education. We do our bit to achieve that by partnering with schools and education providers, to enable their young people to work alongside inspiring and motivating tutors – an opportunity they may not otherwise have.

We know that our high-quality tuition helps improve young people’s academic attainment, wellbeing, and self-confidence, and supports their personal aspirations.

Over the past four years, we’ve had an opportunity to reach more young people than we have before through government funding of the National Tutoring Programme. We’re now at a pivotal moment, ready to engage new school partners, donors, peers in the sector and the new Labour government.

**Our values**

What we stand for and practise in everything we do at Tutor Trust:

|  |  |
| --- | --- |
| Scales of justice with solid fill | We believe in fairness |
| Sparkler with solid fill | We are passionate about making a difference |
| Care with solid fill | We are inclusive and supportive |
| Bar graph with upward trend with solid fill | We are quality-focused |
| Lights On with solid fill | We are ambitious |
| Pencil with solid fill | We learn |

**Benefits of working at Tutor Trust**

* Hybrid work model (2 days in the office)
* Competitive leave - 33 days per annum (inclusive of Bank Holidays, pro rata)
* Flexible working including Time Off In Lieu (TOIL)
* Health and Wellbeing (Employee Assistance Programme, 24-hour GP service, mental health support and benefits platform, Perkbox)
* Enhanced Family and Sick Leave (after a qualifying period).
* Recognition and Culture (Thanks & Recognition, Highlights, team events)
* Learning and Development (knowledge sharing, staff-led groups

**Job Purpose**

The Programme Coordinator post is an exciting role with Tutor Trust. You will assist the Programme Manager by liaising with local schools and organising tuition within the West Yorkshire area. This will include attending meetings, coordinating tuition sessions and arranging tutor cover.

You will also support the tutor recruitment and training process and help to ensure that it runs smoothly. You will also maintain and improve systems for the benefit of all our tutors, including ongoing tutor support.

**Main Functions**

* Assist with setting up and managing tuition assignments across multiple schools/ colleges across West Yorkshire.
* Collect and input tuition related data into our Tutor Trust systems to support quality and impact, liaising closely with the West Yorkshire Administrator.
* Represent Tutor Trust in introductory meetings between tutors and teachers in schools and online
* Assist with general office functions in the Leeds office.
* Assist in developing closer relations between tutors and opportunities for networking and working together
* Assist in the quality assurance, development and delivery of training for tutors and assist in the recruitment process for new tutors, including interviewing potential tutors.
* Take part in general induction presentations and other events to promote the Tutor Trust both internally and externally
* Help with preparation for Tutor Trust events aimed at a range of stakeholders
* Participate in project work
* Assist other staff to complete a variety of administrative tasks that enable the Trust to operate effectively and efficiently
* Any other duties commensurate with the grade and nature of the post

**Person Specification**

Good candidates for this role will be high achievers, with excellent IT and English skills, diplomatic and inter-personal skills and plenty of initiative.

Skills

* Can demonstrate experience of administrative skills in a previous role (either paid or voluntary.)
* Excellent communication skills with ability to establish a rapport and communicate effectively with stakeholders at all levels and from all sectors
* The ability to work under pressure to cope with multiple demands and deadlines, to work fast and to a consistently high standard
* Be a team player but also able to work independently when required to do so
* Excellent organisational skills
* The ability to manage office systems and contact databases and to use them effectively
* Be able to write fluently, to think clearly and to grasp new concepts quickly.
* To be fully IT literate, particularly to be competent with Microsoft Excel and Access
* Educated to degree level is desired but not a requirement.

Attributes

* Demonstrate a commitment to the goals and drivers behind the Tutor Trust
* Enthusiasm and ability to contribute to the successful development of the Tutor Trust
* Have excellent communication and interpersonal skills
* A willingness to work unsociable hours when required
* Willingness to undergo DBS clearance and be committed to Safeguarding children
* Be a team player
* Have strong organisational skills with a commitment to accuracy and attention to detail
* Be able to prioritise and manage tasks
* Experience of tuition/working in schools/working with young people is desirable but not essential
* Knowledge of Leeds/West Yorkshire is desirable but not essential

**APPLICATION INFORMATION**

The job is based on a permanent contract (after a successful 3-month probation period). Your regular place of work will be the Tutor Trust Office Leeds, however the position will also involve regular travel to our West Yorkshire schools with some travel to our head office in Manchester. This is a full-time position (36.25 hours across five days a week).

Closing date for applications: **Thursday 23rd January 2025 – 5pm.**

Interviews to be held: **w/c 3rd February**

Salary: £24,960 per annum & Contributory Pension

Start date: **ASAP**

Candidates are required to complete an application form and supply a cover letter outlining how they meet the requirements of the role. You must also complete the attached Equal Opportunities Monitoring Form.

To apply, please email all documents to: [careers@thetutortrust.org](mailto:careers@thetutortrust.org)

**The Tutor Trust is an Equal Opportunities Employer.**

**All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.**

For further information: [www.thetutortrust.org](http://www.thetutortrust.org)

All positions at The Tutor Trust are subject to satisfactory references and enhanced DBS check.

**The Tutor Trust is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.**