

Schools Liaison Coordinator

ADVERTISEMENT & JOB DESCRIPTION

Job Title: Schools Liaison Coordinator

Reporting to: Director of Programmes

Responsible for: Working with the programmes team to coordinate schools and event activity

Salary: £21,000 - £24,000 p.a.

For this role we are open to discussing the possibility of reduced hours including term time only, flexible start and finish times. Please wait until the job offer stage before asking us about flexibility, and we will explore what's possible for the role.

Location: London-based (SE1) with occasional travel to other parts of the UK.

We have a flexible working culture including opportunities to work from home with regular office check ins. We are open to applications from those residing outside of London.

Start date: As soon as possible

End date: 31st July 2022 (with the potential to extend)

Job Type: Fixed Contract (with the potential to extend)

Application Deadline: 30th July (We will be reviewing applications on a rolling basis and may appoint before the closing date)

Planned Interview Schedule (if not before)

First interviews: On Zoom, Wednesday 9th August

Final Interviews: In person, Wednesday 16th August

Second interviews will be held at a central location in London. Please advise on application if you cannot be available on any of these dates.

Overview of Speakers Trust

*"My students have experienced something quite rare - the space to think and the freedom to speak about hopes and fears in an entertaining, mutually respectful and intellectually dynamic workshop."
Teacher*

Our vision is for young people to speak confidently and be heard.

Our work changes young people's lives. Communication skills are vital for young people to achieve their potential at school and in work and for them to have the confidence and ability to influence social change. **More than 40% of the young people we meet say they don't have the confidence to speak in front of a group of peers. Our mission is to change this.**

We do this by delivering workshops that develop confidence and communication skills, providing opportunities for young people to share their ideas and perspectives, firstly at school and then to a wider audience. We work with one in every five state secondary schools in England, as well as youth organisations across the UK, using face-to-face training and digital learning to reach thousands of young people each year.

We have over 15 years of experience in providing high quality, professionally delivered workshops,

events and educational resources on public speaking and communications skills. We help build a stronger society in which the voices of young people are heard, whatever their background.

Our programmes are recognised for excellence by participants, teachers, funders and most recently by the Department for Education.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of race, sex, disability, religion/belief, sexual orientation or age.

About the Team

Speakers Trust is made up of a dedicated and passionate team. Our work is delivered by a network of brilliant freelance trainers all over the UK, and is managed by a central office team. You will be joining the Programmes Team as part of our central office team. Our office culture is supportive, friendly and ambitious. We provide opportunities for personal and professional development including yearly CPD and regular coaching and support.

Job Purpose & Key Responsibilities

You will be joining us at an exciting time in our development. We are proud that we adapted quickly during the Covid-19 pandemic, evolving our offer and working hard to ensure we reached the young people who most need our support despite the circumstances. Now, we want to extend our work to all young people who, especially since the pandemic, have fallen further behind and whose stories continue to go unheard – and we need your help.

Speakers Trust works with over 700 schools and 20,000 young people every year, as well as partners and supporters from across the third-sector. You will be part of our central office team, supporting us to manage these relationships and build new ones. The purpose of this role is to recruit schools to participate in our programmes (both face-to-face and digital) and coordinate workshops and events in schools and with other third sector organisations.

In addition, the post holder will be expected to support general office management duties.

The key responsibilities of this role are set out here. The tasks are not a comprehensive list and other duties may be required as directed by the Line Manager. It is not expected that the post-holder will be doing all of these tasks at once.

Coordination of Programmes and Events

You will be expected to:

Manage School Relationships

- Make contact and recruit state schools across London and Essex to participate in Jack Petchey's "Speak Out" Challenge!
- Support on the recruitment of state schools across the UK to participate in all training programmes;
- Support schools to engage with our digital learning platforms;
- Maintain and build school and teacher relationships;
- Liaise with schools before workshop delivery;
- Follow up with schools after workshop delivery;
- Assist in the assessment, monitoring and evaluation of the effectiveness of the programme;

Liaise with the freelance delivery team:

- Liaise with trainers to match availability to workshop dates;

- Coordinate the day-to-day trainer delivery of the training programmes with the rest of the Programmes Team;
- Ensure trainer team has adequate resources and supplies to deliver their training;
- Assist in trainer team administration including invoicing and feedback.

Support Event Delivery:

- Support the delivery of regional events such as competitions, launches, promotional and networking events;
- Manage competition entries across programmes- ensuring we have all relevant information and permissions including parental consent;
- Liaise with freelance staff delivering events, ensuring they have all the correct resources and information required;
- Help implement quality assessment protocols as agreed with funders;
- Attend and quality check a number of regional events throughout the year.

Administration and Logistics of Programmes and Events

You will be expected to:

- Be the first port of call for workshop delivery-related enquiries;
- Keep spread sheets, databases and contact lists up to date;
- Collate and aggregate data and feedback, ensuring all are current;
- Ensure compliance of child safeguarding procedures (with support of the full team);
- Work with the Director and the Finance Manager to take responsibility for day-to-day financial checks, invoice processes and outstanding invoices.

Office Management

We are a small team and you will be expected to:

- Fulfil general office duties (answering the phone, taking messages, greeting new clients, etc);
- Provide support at office training events;
- Organise staff general meetings and events;
- Order and monitor office supplies and stationery;
- Monitor the printing and allocation of training manuals and publicity materials for workshops.

Knowledge and experience

We value applicants with experience or knowledge of:

- The UK education system;
- Experience of building relationships with teachers;
- Administration

Qualifications and Functional Competencies

You will have:

- An outstanding level of literacy and numeracy;
- Good written and verbal communication skills (including an excellent telephone manner and the ability to engage with people at all levels and the ability to write concise, coherent and accurate reports and emails;)
- Excellent attention to detail and thorough record keeping (we deploy trainers to over 1000 workshops annually and need to ensure that we get the right person to the right place with the right materials every time);

- A high degree of personal effectiveness (Good time management skills with the ability to prioritise and work with a high level of productivity and the ability to adhere closely to deadlines and grant requirements);
- Tenacity (you will be working to ambitious recruitment targets and will need determination and grit to ensure that we meet the targets and reach the young people who need us the most)
- Knowledge of or the desire and ability to learn the systems and processes that makes our job possible, including MS Office, Excel spreadsheets, and Salesforce

Other requirements are:

- An enhanced DBS check (or be willing to undergo a full check) as Speakers Trust is committed to the protection and safety of the young people we work with;
- Attended safeguarding training (or be willing to attend) as Speakers Trust is committed to the protection and safety of the young people we work with;

Personal / Behavioural Competencies

You will be able to:

- Work with colleagues collaboratively and as part of a team;
- Manage multiple roles concurrently, effectively;
- Take a practical approach to problem solving;
- Take a proactive approach to your learning and development needs.
- Work effectively under pressure;
- Be open and honest in relationships with others;
- Use initiative and be a self-starter;
- Have a commitment to the development of young people;
- Work flexibly - some evening work may be required.

EQUALITY, DIVERSITY AND INCLUSION:

Speakers Trust is an equal opportunities employer. We welcome applications from all sections of the community. and we particularly encourage applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates, as these groups are underrepresented throughout the sector.

We value diversity and promote inclusion, which we demonstrate through our activities, as well as in our policies and working practices. Reinforced by our culture and values, we seek to create an inspiring and inclusive place to work. To help us build an inclusive organisation, we ask applicants to complete an equality and diversity questionnaire. This is optional, but very helpful. Please [complete it here](#)

Application by **CV and cover letter** outlining why you feel you are a good fit for the role - please upload [applications to this link](#)
(https://airtable.com/shrX4t8rTqiZDDhOR?prefill_Role=Schools%20Liaison%20Co-ordinator)

If you would like to discuss the role please email alanna@speakerstrust.org with any queries or to schedule a call.