

Financial Education Delivery Coordinator Job Description

Job Title:	Financial Education Delivery Coordinator
Responsible to:	Financial Education Manager
Contract:	Fixed Term – 1 year Maternity Cover (with possibility for extension)
Hours:	4 days/28 hours per week (term time only contracts considered)
Salary:	£32,000 pro rata
Location:	London, home based, with occasional travel to London schools and office
Leave:	22 days + bank holidays, pro rata. Additionally, 3 discretionary days are applied over the Christmas holiday closure

The Charity:

Just Finance Foundation (JFF) seeks to create a financially resilient nation where every individual has equal opportunity to thrive. JFF works with schools, communities, the financial services sector, policy makers and regulators, to equip the people who families trust with the confidence, knowledge, and inspiration to educate the next generation and build financially capable communities.

The Education team's focus is developing and promoting financial literacy tools for primary schools to help children and their families learn about money. We train teachers to deliver financial education and build money lessons into their curriculum. We also assist with setting up savings clubs to give children real-life experience of saving regularly.

About the Team:

Financial Education Delivery Coordinators are integral members of the Financial Education team, which is responsible for delivering high quality and innovative financial education resources for primary schools across the UK. You will work closely with your fellow coordinators, the Financial Education Team Lead, and the Head of Financial Education. Our Financial Education Delivery team currently consists of three regional coordinators, including two former teachers and headteacher, as well as our Team Lead, who brings a wealth of experience as a schools' programmes manager. Our team is creative, welcoming, and passionate about finding innovative ways to serve schools and teachers. You will also collaborate with our Communications & Marketing team as they work enthusiastically to help us expand our reach into new schools and increase the number of children accessing quality financial education.

The Role:

The Financial Education Delivery Coordinator must have an excellent understanding of the challenges and pressures that exist within a primary school environment. You will be able to generate enthusiasm for financial education and be able to develop strong relationships with schools and other project stakeholders. There will be a considerable amount of collaborative working with various stakeholders and you will be able to manage these relationships effectively and professionally. The Financial Education Delivery Coordinator will need to work flexibly with each school to best meet their needs, according to our policies and guidelines. Reporting the progress of the various programmes is a key part of the role and the ability to collate data, identify risks, and meet deadlines is crucial.

As a part of the broader Programmes and Innovation department, this role is a creative opportunity to develop new ideas and ways of delivering financial literacy to primary schools. We encourage outside of the box thinking that respects the demands placed on teachers and school staff. Crucial to

the role is a willingness to be part of a wider project team, an ability to adapt and respond to change, and a belief in the impact that we can make to young people.

All Financial Education Delivery Coordinators will be expected to hold an enhanced DBS.

Stakeholder Engagement

- **School Recruitment:** Contacting, engaging, and onboarding primary schools onto the project, including the coordination of onboarding, training, and visits to target schools.
- **School Communication:** Engaging with recruited teachers, staff, and senior leadership on a regular basis via phone, email, video call, and in person.
- **Advocate and Partner Work:** Engaging with businesses, organisations, and charities in the wider community to promote financial education and LifeSavers resources.
- **Parental Engagement:** Actively promoting different ways to engage with parents and the wider community, which may include running parental workshops to help parents and carers in their role as financial educators of their children.

Content Design & Development

- **Resource Evaluation:** Contributing to the improvement of existing teaching resources/materials through research, consultation with key stakeholders, and review of past and current activities.
- **Resource Research and Design:** Scoping and assessing of new tools and practices to supplement existing delivery, including digital options and e-learning to support the development of new education materials, resources, and training documents.
- **Quality Control:** Ensure guides, communication templates, and documentation are up to date, proofread, and reflect current practices/messaging
- **Storytelling:** Working alongside the Listening and Learning team to support the development of Case Studies, evaluative work, and narratives describing JFF's work

Training, Delivery, & Support

- **Training Coordination:** Arranging and supporting workshops for the ongoing development teachers and support staff.
- **CPD Delivery:** Delivering CPD workshops to teachers and support staff virtually and in person as required.
- **Embedding Resources:** Working collaboratively with relevant school staff to embed financial education into each school's curriculum before, during, and after training.

Database Management

- **Data Collection:** Collecting standard data for monitoring and evaluation purposes, including but not limited to recording the involvement of teachers, support staff, pupils, parents, and members of the wider community within the project.
- **Reporting:** Providing detailed reports/updates on each school's progress to the Financial Education Team Lead.
- **Record-Keeping:** Regularly updating the organisation's databases (including Salesforce) with relevant school and delivery information. Maintaining and updating contact lists/details on databases by regularly confirming and recording changes.

Other

- **Representation:** Representing the Education Team in various meetings both internally and externally.
- **Values alignment:** Actively contributing to workplace values, including demonstrating innovation, resourcefulness, and best practice to make the best use of time and skills across the charity.
- **Additional Responsibilities:** You might be expected to undertake such other duties appropriate to the post as may reasonably be required, consistent with the mission, vision and values of the charity. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive.

Financial Education Delivery Coordinator Person Specification

Essential

Desirable

Education and Training

Schools Work: Significant insight into education landscapes, specifically the experience of teachers, gained by working in or alongside schools

Teacher Training: QTS or equivalent

Knowledge, Skills, and Experience

Coordination: Coordinating projects or activities in a school or community context

Remote Working: Coordinating projects on a remote basis

Resource Design: Evaluating materials and activities and adapting as necessary to ensure successful outcomes

Project Coordination: Understanding of project management/processes including information, knowledge, issue and risk

Training Delivery: Experience of delivering training in a face to face or online capacity to diverse audiences and adapting delivery style according to need

Classroom Resource Creation: Experience of creating classroom resources that have demonstrable impact on learning

Data Collection: Experience of collating qualitative and quantitative data to report on programme impact and engagement

Cultural Context: Knowledge of the current educational/political landscape

Partnerships: Experience of building and maintaining successful relationships with different stakeholders

Subject Awareness: Experience working in financial capability or inclusion

Communication: Excellent written and oral communication skills and experience of making presentations to diverse audiences

Transportation: Have a full driving licence and own car

Organisation: Strong organisational skills, ability to manage conflicting priorities

Salesforce: Experience with Salesforce or Customer Management Software

Initiative: Able to embrace change, innovating, adapting and responding creatively to challenges and opportunities

Computer Confident - Microsoft Office proficient and able to pick up new systems