

## Partnerships Support Coordinator

### Job description

Support the delivery of our work helping education organisations to evaluate their impact, learn from it, and prioritise what is working best to improve outcomes for children and young people

Job Title	Partnerships Support Coordinator
Reports To	Impact Partnerships Manager
Salary	£23,625 - £27,563 (Grades C1 to C6) dependent on experience, plus flexible benefits allowance, £2,000 London office usage uplift if applicable and learning and development budget. Details on pay and benefits available on our <a href="#">careers page</a> .
Contract	Fixed term for 6 months until 30 <sup>th</sup> November 2024. We would anticipate this role to be full time but would be happy to discuss flexible working options. We offer flexible hours with 10-4 as core hours.
Benefits	Flexible working; regular training; individual professional development budget and leave allowance; access to mental health support.
Based	Hybrid / Remote within the UK. We have a central London office but our team work from across the country and we are happy to support remote, hybrid, or office-based working.
Start Date	June 2024
Deadline	<b>Tuesday 30<sup>th</sup> April at 11.59pm.</b> Interviews will take place on the 7 <sup>th</sup> , 8 <sup>th</sup> and 9 <sup>th</sup> May.
Application	Please apply by uploading your CV and completing 3 work scenario questions <a href="#">here</a>

### The Organisation

[ImpactEd Group](#) consists of 3 discrete, but complementary, business units:

- ▶ [ImpactEd Evaluation](#) works with schools and organisations to analyse the impact of programmes and interventions to help partners do more of what works and less of what doesn't.
- ▶ [ImpactEd Consulting](#) offers strategic and operational support for its partners, to address challenges and underpin carefully managed growth.
- ▶ [The Engagement Platform](#) (TEP) measures school and teacher engagement to support sustainable working cultures.

Since being founded in 2017, ImpactEd has worked with thousands of schools and hundreds of organisations, serving more than a quarter of a million pupils annually. We are a growing and skilled team of over 30 people. Our strategy commits to systemic impact by helping our partners to make better decisions and empowering our team to make decisions on behalf of the organisation as part of our aspirations for employee ownership.

### The Opportunity

This role sits within our Evaluation unit in our Impact Partnerships team, who work with [education organisations](#) such as charities, universities and education technology companies (our 'impact partners'). Our work focuses on helping these organisations to design and deliver evaluations, and to build their capacity for impact evaluation.

We are looking for a candidate who can support the team internally with a variety of delivery and administrative processes, working directly with our schools and partners to support their evaluation journey. This will include supporting new schools through their onboarding and data collection processes and monitoring their usage of our digital platform, the School Impact Platform. You will also be responsible for liaising with schools to schedule focus groups with teachers and pupils and organise these events accordingly, and supporting colleagues with facilitating data collection and analysis, which will include reporting processes and creating surveys which form part of our evaluation work with schools.

The successful candidate will also have the opportunity to apply for our new professional development pathway, launching this summer. On this two-year scheme, a small cohort will rotate between our practices, gaining wider experience within strategy, evaluation and operational development within the education and social enterprise space.

<b>Partnership support</b>	<p>You will support on a number of partnerships of varying sizes, in different sectors and with different evaluation aims, working in a collaborative consultancy-style environment. Your role will be to monitor data collection, set up processes and work in collaboration with the Impact Partnerships team to help them effectively onboard and track delivery to ensure partnerships are on track.</p> <p>Our partners can include charities and social enterprises, local or national government bodies, universities, Multi-Academy Trusts, and education technology companies. The case studies on <a href="#">our website</a> provide further detail, but this could include working with charities like the Wellcome Trust to build evaluation tools to measure their impact on children's science awareness, policymakers like the Department for Education to evaluate policy rollouts, or companies like Texthelp to report on the impact of new edtech tools.</p>
<b>Evaluation delivery</b>	<p>You will support the delivery of evaluations – for example through the production of reports and the creation of survey instruments. You will support the production of evaluation reports by transcribing and cleaning data and carrying out data analysis (such as producing tables and graphs) in Excel. To support qualitative data collection, you will also help with the production of materials such as question guides and school onboarding and recruitment packs.</p>
<b>School communication</b>	<p>You will communicate with schools around onboarding and data collection and organise events, such as scheduling focus groups, and take on the administration of these sessions. You will need to communicate clearly, concisely and professionally both by email and telephone to be able to support schools to engage with data collection.</p>

## About You

We are looking for some of the following attributes, though you might be more experienced in some areas than others, and open to a range of backgrounds:

- ▶ Understanding and experience of the UK education system
- ▶ Experience of quantitative and qualitative data analysis (using Excel is preferred, and this doesn't need to be highly advanced) and report writing
- ▶ Experience of working within an administrative or customer service/partner focused role
- ▶ Track record of effective process and project management.

As well as this, you are likely to be most successful in the role if you:

- ▶ Communicate clearly and persuasively, both written and verbally
- ▶ Have exceptional attention to detail and enjoy setting up and working to clear processes
- ▶ Are analytical and happy to spend time reviewing research literature or scrutinising data
- ▶ Are entrepreneurial and solution-focused: you can think on your feet and adapt to change.

## Why Us?

As an organisation we care deeply about creating a meaningful place to work and supporting people to grow personally and professionally. These are reflected in [our organisational values](#) and our commitments to:

- ▶ Agile and flexible working: responsive management, flexible hours, hybrid or fully remote working
- ▶ Personal excellence: we invest significantly in professional development, including an individual CPD budget, and formal and informal training and support
- ▶ Mental health and wellbeing: access to health and wellbeing advice and free therapist support.

## Diversity and inclusion at ImpactEd Group

As a growing organisation we are committed to:

- ▶ Becoming increasingly representative of the sector and geographies that we operate in
- ▶ Providing a positive experience of work as part of an inclusive culture led by our organisational values
- ▶ Maintaining an annual EDI action plan - led by the internal team and supported by a Board sponsor.

What to expect from the recruitment process:

- ▶ We use a recruitment system, Applied, which debiases the recruitment process and all applications are anonymised until the point of interview
- ▶ We implement a standardised interview template and competencies matrix.