

## Job Description – Partnerships Coordinator

**Post Title:** Partnerships Coordinator

**Responsible to:** Strategic Partnerships Manager

**Salary:** £24,000

**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.

***\*Tutor Trust is currently operating Hybrid staff working patterns, with an element of WFH offered to all staff***

### 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. This is now wrapping up and we're 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:



We believe in fairness



We are passionate about making a difference



We are inclusive and supportive



We are quality-focused



We are ambitious



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 Partnerships Coordinator post is an exciting role with Tutor Trust. You will assist the Strategic Partnerships Manager to maintain and build key school relationships and networks contributing to customer retention and business growth.

The Partnerships Coordinator will also work very closely with the Partnership Operations team and the Communications & Marketing team to contribute positively to the overall success and innovation of the organisation.

## **Main Functions**

- Assist with setting up key school partnerships across West Yorkshire, Merseyside and Greater Manchester.
- Assist with completing partnership agreements.
- Conduct regional research to better understand region-wide school needs.
- Create reports or presentations for meetings with school partners.
- Track school partner data and communication in Salesforce.
- Attend engagement events and conferences in order to network and build relationships with school leaders and organisations supporting tutoring.
- To assist in the recruitment process for new tutors, including short listing and interviewing.
- To assist with facilitating communication between school partners/projects and internal teams, acting as a liaison to ensure smooth collaboration and alignment on projects and goals.
- Support all three regions to develop existing partnerships with schools, colleges, MATs, local authorities and archdioceses.
- 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.

- Responsible for sharing conference experiences on social media platforms such as LinkedIn.
- Work with the Communications & Marketing Team to design and deploy external facing comms materials and campaigns to maximise visibility and reach.
- Participate in project work across the organisation.
- 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

- Educated to degree level.
- Business degree, qualification, training or experience (desirable).
- Must have achieved a minimum of Grade B at GCSE in Maths and English
- Excellent IT, CRM (preferable) and software system skills , including competency with Microsoft Excel and Salesforce.
- Excellent communication skills with ability to establish a rapport and communicate effectively with stakeholders at all levels and from any industry sector.
- 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.
- Have strong business development skills, helping to promote The Tutor Trust in a professional and effective manner Be able to write fluently, to think clearly and to grasp new concepts quickly.
- The ability to build and maintain professional relationships.
- Can demonstrate experience of administrative skills in a previous role (either paid or voluntary).
- Experience of Social Media posting.

## 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.
- Proven ability to make sound decisions and manage responsibilities effectively.
- Have excellent organisational, communication and interpersonal skills with a commitment to accuracy and attention to detail.
- A willingness to work unsociable hours when required.
- Willingness to undergo DBS clearance and be committed to Safeguarding children.
- Be able to prioritise and manage tasks.
- Be a team player but also able to work independently if required to do so.
- Excellent time-management skills.
- Candidates must be self-confident and have a robust personality.

## **APPLICATION INFORMATION**

Closing date for applications: **Friday, 6<sup>th</sup> September**

Interviews to be held: **week beginning 16<sup>th</sup> September**

Salary: £24,000 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.**