

PROGRAMME COORDINATOR EAST MIDLANDS - RECRUITMENT PACK

Location:	Remote/regular travel to partner colleges, current partner includes Nottingham college (2/3 days a week). In person days at our London Office, near King's Cross, once a month.
Hours:	Full-time (37.5 hours per week – Monday to Friday). Flexible working patterns can be discussed.
Duration:	Fixed term until August 2026 with the potential for extension.
Salary:	£25,000
Start date:	1 st May 2025
To Apply:	Visit: Jobs - Get Further to complete the application form

HELPING STUDENTS GET FURTHER

One in three students leave school each year without a pass in GCSE English and maths - **this rises to over one in two for young people from disadvantaged backgrounds**. Without these critical qualifications, these young people are significantly more likely to drop out of education and are locked out of key professions, apprenticeships, and university courses.

Get Further exists to change this. Our charity delivers an award-winning tuition programme, supporting students from disadvantaged backgrounds in further education to pass GCSEs in English or maths. We place highly qualified, specialist English and maths tutors in further education, who deliver a bespoke curriculum that builds confidence and skills in these core subjects.

Small group tuition is proven to be the most effective intervention for improving outcomes, fast. Students on our programme are more likely to move up at least 1 grade between the start and end of the course – **with results twice the national average**.

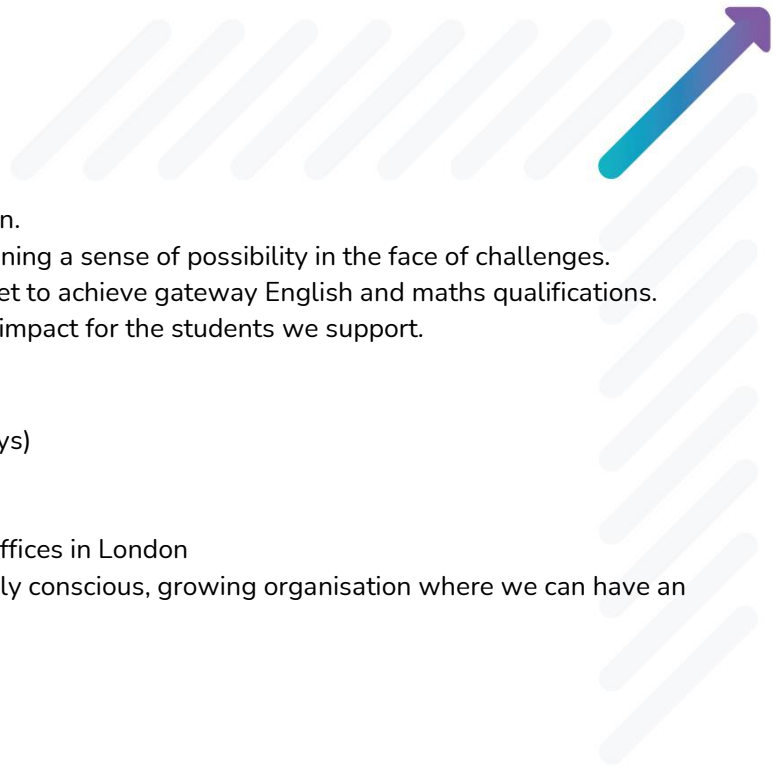
To help more students get further, we are seeking a driven and passionate **Programme Coordinator** to join our growing team, responsible for ensuring that our tutoring programme is delivered effectively and that students receive high-quality tuition from their tutors.

OUR TEAM, VALUES AND BENEFITS

Our central team currently comprises some 26 members, all motivated to reduce educational disadvantage and ensure young people get the gateway qualifications they need to succeed. We currently employ over 80 active tutors. Our main office is in Kings Cross, London, although we also have team members based in Wales, Yorkshire, Norwich and elsewhere. We share our office with another educational charity, Axiom Maths.

We promote a supportive, collaborative, and inclusive working environment and are guided by our core values. These values are at the heart of our organisation's personality.

At Get Further, we are:



BOLD We are bold and unafraid to go against the grain.

OPTIMISTIC We are optimistic through setbacks, retaining a sense of possibility in the face of challenges.

AMBITIOUS We are ambitious for students who are yet to achieve gateway English and maths qualifications.

TENACIOUS We are tenacious in our drive to achieve impact for the students we support.

Our benefits include:

- 36 days of holidays per year (including bank holidays)
- Ongoing learning and development opportunities
- Flexible hybrid and remote working
- Termly 'in-person' team development days at our offices in London
- The opportunity to work in a progressive and socially conscious, growing organisation where we can have an outsized impact on its success and development.

Role Description

As a Programme Coordinator, you will work directly with Programme Managers to build and manage positive relationships, respond to and resolve queries, and act as the first point of contact across our three main stakeholder groups: students, tutors, and college staff. The role will be of particular interest to someone wanting to gain knowledge and experience of the education and charity sectors.

Get Further have recently announced a Randomised Control Trial (RCT) in partnership with the Education Endowment Foundation and University of Warwick. The 25/26 academic year will be a fantastic opportunity to be involved in this high-profile research project, aimed at improving social mobility and tackling educational inequality. As a Programme Coordinator, you will build and develop transferable skills in programme delivery, communication, and relationship and task management.

Main Duties and Responsibilities

Programme Coordination

- Manage a portfolio of up to 300 students throughout the year, ensuring sustained engagement with tutoring sessions.
- Preparation for each programme within your portfolio of colleges, ensuring that programmes are launched on time and with smooth logistics- this includes timetabling of sessions for tutors and students.
- Maximise programme reach by proactively filling all available tutoring spaces within your portfolio, maintaining an active pipeline of students to ensure no opportunities are missed.
- Develop and implement strategies to enhance student engagement, identifying effective approaches tailored to specific needs of your portfolio.
- Track and achieve student attendance KPIs, ensuring consistent attendance and keeping up-to-date records through our CRM system (Salesforce).
- Prioritising safeguarding and the safety of the young people we work with.

Tutor Performance and Delivery

- Oversee task and session management for tutors within your portfolio, ensuring the consistent delivery of high-quality tutoring sessions.
- Conduct regular touchpoints with tutors and Lead Tutors, addressing any gaps in delivery standards and providing feedback and guidance to support their success.
- Observe tutoring sessions to maintain high delivery standards and ensure continuous improvement within our Feedback and Reflection cycles.



College Relationships and Programme Logistics

- Build and maintain strong, collaborative relationships with college staff to ensure seamless logistics and effective programme implementation.
- Oversee programme preparations, including:
 - Timetabling sessions and managing room bookings
 - Ensuring tutors have access to the resources and facilities at the colleges in your portfolio
- Drive regular communication with college stakeholders (lead teachers), providing updates on programme developments, attendance, and student outcomes.
- Support timely data collection and contribute to impact reporting for each college partnership.
- Participate in contract renewal discussions to maintain and expand partnerships for subsequent academic years.

Creative Problem-Solving and Innovation

- Actively seek opportunities to improve efficiency and enhance programme outcomes for students and tutors.
- Identify and resolve operational challenges, suggesting better ways of working where possible, collaborating with team members to implement innovative solutions.
- Contribute to broader organisational projects, such as:
 - Tutor training: ensuring tutors have impact from their first session.
 - Resource development: supporting the curriculum team to meet diverse student needs.
 - Wider programme quality: initiatives to enhance student attendance and engagement
- Take ownership of initiatives that align with your interests, such as piloting new strategies or leading special projects to advance our mission.

Championing Get Further's Vision and Values

- Represent Get Further's vision and values at external meetings, events, and in interactions with stakeholders.
- Ensure accuracy and attention to detail in your work, so that Get Further can effectively report and evaluate its programmes to achieve a positive systemic change for students in further education.
- Collaborate with the wider Get Further team to drive the organisation's strategic priorities and mission to tackle education inequality.

PERSON SPECIFICATION

ESSENTIAL	A	I	T
• Commitment to Get Further's mission and values, including passionate about tackling educational inequality.	A	I	
• Excellent attention-to-detail and high standards for what can be achieved for all students		I	T
• Ability to hold yourself and others accountable and always remain open to learning from others		I	T
• Comfortable with stretching KPIs, a 'can-do' attitude and skilled at taking the initiative to ensure that our charity delivers for students	A	I	T
• Resilience, grit, and the ability to problem solve and find solutions without being phased in the face of logistic or operational challenges.	A	I	T
• A desire to try new approaches and apply lessons, and to learn and be proactive in owning your own development		I	



<ul style="list-style-type: none"> A warm and friendly communicator, with excellent spoken and written English language skills, who can present comfortably to students and lead conversations with senior stakeholders 		I	T
<ul style="list-style-type: none"> Strong IT skills e.g. MS Office (Word and Excel etc.) 	A		T
<ul style="list-style-type: none"> Excellent communication skills (including written and verbal skills). 	A	I	T
<ul style="list-style-type: none"> Organised, excellent time management, highly flexible and can work well independently. 	A	I	T
<p>DESIRABLE</p> <ul style="list-style-type: none"> Familiarity with the FE sector. Experience, interest in or commitment to a career in the charity sector Familiarity with database systems, like Salesforce (or able and interested in learning to use a database management system) 	<p>A and I (for you to highlight, as relevant)</p>		

HOW TO APPLY

Visit [Jobs - Get Further](#) to complete the application form and to upload your CV. The closing date for this application is 24th March 2025, and we will only review applicants once closed. First round of interviews will take place the week commencing 31st March these will be online.

*This is a UK-based post and applicants **must be living in and have the right to work the UK**; if applicable please detail your visa status in your application. Due to our status as a charity, we regret that we are unable to provide visa sponsorship for this role. Get Further is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010.*