

PROGRAMME COORDINATOR RECRUITMENT PACK

Location:	Remote – regular travel to partner colleges in Rochdale (2/3 days a week) will be required.
Hours:	Full-time (37.5 hours per week – Monday to Friday). We can discuss flexible working patterns, e.g., school hours, as needed.
Duration:	Fixed term until June 2024 with the chance of an extension.
Salary:	Starting salary £25,000.
Start date:	August
To Apply:	CV & Supporting Statement (See 'How to Apply' at the bottom of this document). Applications without a cover letter will not be considered.

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 GCSEs in English and maths, 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 has an award-winning tuition programme that helps 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, CULTURE AND BENEFITS

Our central team comprises some 30 members, all motivated to reduce educational disadvantage and ensure young people get the gateway qualifications they need to succeed. We currently employ around 200 tutors. Our main office is in London, although we also have team members based across the country. We promote a supportive, collaborative, and positive working environment.

Benefits include:

- 36 days of holidays per year (including bank holidays)
- Ongoing learning and development opportunities
- Flexible hybrid and remote working
- Quarterly '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 key outcomes for this role are:

Students: Across the academic year you will be responsible for a portfolio of up to 300 students, ensuring that they maintain engagement with tutoring and that all available spaces on your programmes are filled.

Tutors: You will lead the task management of tutors who deliver to the students in your portfolio, ensuring that the tutors deliver high-quality tutoring to small groups of students and that attendance to sessions is consistently high.

College staff: You will build relationships with staff across colleges in your portfolio, to ensure logistics are smooth, programmes are launched effectively and on time, and that we maintain regular communication and reporting with our college partners on programme delivery.

Get Further was founded in 2018, after winning the Teach First Innovation Award – a nationwide competition to find the best new ideas to tackle education inequality. This role is a fantastic opportunity for someone who is passionate about improving social mobility and tackling educational inequality. It will be of particular interest to someone wanting to gain knowledge and experience of the education and charity sectors.

While the role offers the chance to build transferable skills in programme delivery, communication, and relationship and task management, there will also be opportunities to support the charity across other aspects of its work. As Get Further is a rapidly growing organisation, you will be encouraged to find new solutions to operational challenges and suggest better ways of working where possible. You will be encouraged to take on bigger projects and carve out areas of responsibility for yourself depending on your interests. For example, you may also be asked to support on tasks such as:

- Tutor training: ensuring our tutors have impact from their first session
- Resource development: supporting our curriculum team to have the strongest possible set of resources that meet the needs of all students

Get Further is committed to the quality of the roles we offer. The successful candidate will be offered genuine learning and development opportunities and the chance to join meetings and networks with senior leaders across the education system. There are many opportunities for progression within our charity: for example, Programme Coordinators who can demonstrate that they can meet the demands of the role while also supporting the wider development of the charity can progress to our Senior Programme Coordinator role following their annual performance review.



MAIN DUTIES AND RESPONSIBILITIES

Programme Coordination

- Planning and preparation for each programme within your portfolio of college partnerships, ensuring that programmes are launched on time and with smooth logistics.
- Timetabling sessions, matching tutors based in your region to available sessions in your portfolio and recording timetables in shift scheduling software (Shiftbase).
- Managing data, keeping up-to-date records, and monitoring attendance and completion of baseline and final assessment and survey data through our CRM system (Salesforce).
- Prioritising safeguarding and the safety of the young people we work with, including following every element of safeguarding policy without fail.

Communication and Marketing

- Promoting the tuition programme to students onsite across the college campuses in your portfolio, ensuring that all available spaces (up to 300) are filled across the duration of the programme.
- Developing new approaches to maximise student engagement with tutoring, identifying quickly what the most effective strategies are for the students who attend the colleges in your portfolio.
- Ensuring effective, regular communication with the tutors who deliver to students in your portfolio, including responding to queries in a timely manner, and signposting tutors to additional development opportunities within Get Further

Relationship-building

- Working closely with college staff, to ensure that our tuition programme runs effectively. This includes programme preparations, particularly on logistics, ensuring that plans are in place to ensure that rooms have been identified for tutoring, that tutors are able to access these rooms, and that resources are available onsite.
- Maintaining effective working relationships with key college staff, keeping them up to date on programme developments, and reporting to them on attendance and impact on a regular basis.
- Supporting timely data collection on our delivery and impact from our FE partners and producing impact reports for each partnership in your portfolio.

Task Management

- Overseeing the successful delivery of tasks that Lead Tutors are responsible for, including monitoring their progress against attendance call KPIs, and providing them with support to ensure attendance to tuition sessions is consistently high across your portfolio of colleges. From time to time, you may be required to assist with the delivery of attendance calls to students, providing extra capacity to ensure that engagement with tuition is sustained for the duration of the programme.
- Holding regular touch-point meetings with your Lead Tutors to ensure that they are on track a
- Maintaining high standards across the delivery of tuition in your portfolio, carrying out session observations and providing feedback to tutors.

Championing Get Further

- Working closely with the wider Get Further Team to ensure that we achieve our charity's mission and strategic priorities.
- Ensuring accuracy in your record keeping and data input, so that Get Further can effectively report and evaluate its programmes to achieve positive system change for students in further education.
- Representing Get Further's vision and values at external events and meetings with stakeholders.

Duties will be tailored to meet the learning objectives of a successful candidate. If you have a particular interest in developing skills not directly listed above, please ensure these are highlighted in your cover letter.



PERSON SPECIFICATION

The ideal candidate will have a genuine interest in working in the charity sector. Experience in education and programme delivery are highly desirable.

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Commitment to Get Further’s mission and values, including passionate about tackling educational inequality • Excellent attention-to-detail and high standards for what can be achieved for all students • Comfortable with stretching KPIs, a ‘can-do’ attitude and skilled at taking the initiative to ensure that our charity delivers for students • Resilience, grit, and the ability to problem solve and find solutions without being phased in the face of logistic or operational challenges. • A desire to try new approaches and apply lessons, and to learn and be proactive in owning your own development • A warm and friendly communicator, with excellent spoken and written English language skills, who can present comfortably to students and lead conversations with senior leaders, including teachers and staff in colleges and sixth forms. • IT skills – experience of MS Office, particularly Word and Excel 	<ul style="list-style-type: none"> • Experience of using Salesforce • Familiarity with the further education sector • Experience, interest in or commitment to a career in the charity sector

HOW TO APPLY

Your application must include:

- **A CV of no more than 2 sides of A4; and**
- **Your answers to the following three questions:**
 1. Why do you want to work for Get Further? Describe your experience which proves that you would be a good cultural fit for our charity. (200 words)
 2. Choose 3 subheadings in the ‘Main duties and responsibilities’ section of the role description. Regarding these subheadings, which of your projects/work demonstrate that you would be successful in this role? Describe your specific role in the projects/work and the impact that you had. (500 words)
 3. If your application is successful, what two aspects of the role would be the biggest challenge for you, and how would you resolve these challenges? (300 words)

Please send your application to applications@getfurther.org.uk with the subject Programme Coordinator – Rochdale/Middleton. Suitable candidates will be invited to interview on a rolling basis and the job will close when the role is filled.

*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 covering email. 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. Please let us know if you require any reasonable adjustments to be made throughout the recruitment process.*