



Programme Administrator

Role title	Programme Administrator
Organisation	Colyton Foundation
Reports to	Director
Contract	Fixed term, one year
Working pattern	Part-time, 20 hours per week, term time only (39 weeks per year)
Required days	Monday to Wednesday
Job-share model	This appointment is designed to add capacity alongside the existing Programme Administrator. The two post-holders will work as a job share, with one day of planned overlap each week to support handover, continuity and shared planning.
Location	Colyton Grammar School (flexible hybrid working can be accommodated and supported).
Salary	£12,429 per annum (FTE £27,091)

About the Colyton Foundation

The [Colyton Foundation](#) is a school-centred charity working to create a South West where background is no barrier to higher education.

We work with schools, universities, employers, charities and funders to improve opportunities for under-resourced young people across the region. Our programmes support pupils directly, while also helping teachers and school leaders develop the knowledge, confidence and partnerships needed to increase high attainment and progression to higher education.

This is an ambitious and growing charity with a clear regional mission. The Programme Administrator will play an important part in helping our programmes run smoothly, enabling the Foundation to support more young people, schools and families across the South West.

This role

The Programme Administrator plays a key role in supporting the effective delivery of the Colyton Foundation's programmes.

This is a one-year fixed-term appointment, with potential for extension subject to funding and the ongoing needs of the Foundation.

Working as part of a job-share arrangement, this role provides high-quality administrative and coordination support across the Foundation's portfolio of programmes for young people, teachers and school leaders, ensuring smooth delivery, strong stakeholder engagement, and robust data and systems management.

Key responsibilities

Programme coordination

- Support planning and delivery of the Foundation's programmes, including events, trips, seminars, workshops and residentials
- Coordinate logistics across multiple programmes, ensuring consistency of delivery
- Work closely with the Programme Director (and job-share partner) to maintain continuity across the working week
- Maintain clear and up-to-date records, schedules, shared systems and documentation

Administrative support

- Act as a point of contact for schools, families, partners and participants
- Manage communications, bookings and programme documentation
- Support onboarding of new participants and cohorts across programmes
- Ensure compliance with data protection and safeguarding processes
- Maintain accurate records across CRM/data systems

Events and logistics

- Coordinate logistics for events including travel, venues, catering, registers, risk assessments, communications, consent processes and follow-up actions.
- Support the planning and administration of cohort-building activities, school events, family engagement sessions, conferences and partner meetings.
- Act as a point of contact for practical programme queries from schools, families and external partners.

Evaluation, data and reporting

- Compile and organise data for evaluation partners, reporting requirements and internal programme monitoring.
- Assist with survey distribution, focus group arrangements and the collection of feedback from pupils, families, schools and partners.
- Support tracking of participant progress, engagement and outcomes across Foundation programmes.

Stakeholder engagement and communications

- Help maintain positive, professional relationships with schools, families, universities, employers and other Foundation partners.
- Support clear and timely communication with programme participants and stakeholders.
- Assist with newsletters, updates, invitations and other written communications as required.

Essential skills and experience

- Strong written and verbal communication skills, including confidence in liaising with schools, families and external partners
- Good attention to detail and the ability to maintain accurate records and documentation.
- Proficiency in Microsoft Office and confidence using spreadsheets, shared documents, email systems and other relevant administrative tools.
- Experience in an administrative role, ideally within education, charity, programme delivery, events or partnership settings.
- The ability to work collaboratively as part of a small team, including within a job-share arrangement.
- Commitment to the Colyton Foundation's mission of improving educational opportunities for under-resourced young people

Desirable attributes

- Experience of event coordination, travel planning or school-facing administration.
- Familiarity with data collection, monitoring, evaluation or reporting processes.
- Experience working with schools, young people, families, charities, universities or community partners.
- A proactive, flexible and solutions-focused approach in a developing organisation.
- Confidence working with sensitive information and following data protection processes.