

School Relations Manager

Introduction

This role is crucial to in managing the charity's relationships with existing schools, coordinating programmes and helping to forge relationships with new schools in our mission to give bright young people from low income backgrounds the support, skills and aspirations to realise their potential.

Job Title: School Relations Manager
Reports to: Director
Hours: Full time or part time role (Min 24hrs/wk)
Flexible working available
Salary: £24,000 per annum or pro rata plus pension
Contract type: Permanent
Location: Central Office, Shoreditch (and schools across the UK)
Website: www.talent-ed.uk

Closing date: 7th June 2019

For more details contact Matthew Roberts on 0755 3057658 or **submit a CV and covering letter** explaining why you believe you have the skills and aspirations to match this role to info@talent-ed.uk

Job Description

Primary role

To ensure that the relationship between TalentEd and our Partner Schools is strong by ensuring the quality, consistency and delivery of the programme(s) is maintained to the highest level. Through this relationship, develop strong links with the school and its networks to increase the number of referred schools and to work closely with TalentEd tutors to ensure the standard of tutoring results in the highest levels of student engagement and impact.

This is measured by the number and value of programmes and partner schools and a range of agreed performance indicators relating to student impact and tutor performance.

Duties

This list of duties is not exhaustive, colleagues will need to support one another from time to time.

- Launch, manage and monitor programmes in schools
- Travelling and visiting schools to ensure the smooth launch/running of our programmes
- Help develop, promote and deliver the charities mission, vision, values, strategy and business plans as amended from time to time.
- Manage relations with existing schools and the associated networks supporting schools

- Manage relations with tutors and relevant volunteers to widen the awareness of the charity and developing a support network to improve the quality of tutoring and resourcing in an area.
- Work closely with our Central Team, Tutors and Link Teachers to ensure the smooth running of the programmes in existing schools
- Work with our recruitment partners and central team to ensure suitable number and quality of tutors are recruited and placed to ensure the effective delivery of the programme
- Promote our work within existing schools to students, staff, parents/guardians and support teams to ensure they re-sign the programme
- Assist Director with recruiting new schools as the charity expands
- Working with the central team to help develop the support materials and resources as well as identifying potential new schools.
- Supported by the central team marketing, deliver presentations to various stakeholders on the charity, the programme and the impact of the programme
- Provide regular reports and attend quarterly appraisals with Director
- Attend meetings relevant to the requirements of the role and charities aims

Person Specification

You could be someone with classroom experience who wants to get into the voluntary sector, you might be someone who wants to make a difference. Whatever your background, you'll be an enthusiastic team player with a proven commitment to the values and objectives of TalentEd.

	Essential	Desirable
Skills	<p>Excellent interpersonal skills, with people of all ages and backgrounds</p> <p>Excellent written and verbal communication skills</p> <p>Extremely well organised</p>	<p>Driving License</p> <p>Experience working with schools and/or teachers</p>
Knowledge	<p>Understanding of UK education system</p> <p>Good working knowledge of Microsoft Office, particularly Excel</p>	<p>Qualifications and experience in the field of education</p> <p>Salesforce</p> <p>Smart Survey</p>

Experience	Worked with young people	Education sector Stakeholder management Sales Online communications and marketing
Attitude	<p>Willingness to travel (visiting new, existing and potential schools)</p> <p>Desire to give every young person the support, skills and aspirations to realise their potential</p> <p>Enthusiastic about working with a small start-up charity at an exciting stage of development</p> <p>Hard working, committed and reliable</p> <p>Flexible</p> <p>Team player</p>	