

Programme Officer

Summary

TalentEd is a social enterprise committed to creating a level playing field in education. We believe that every young person should have the support they need to flourish, irrespective of background. We do this by providing high quality tailored tuition to young people from disadvantaged backgrounds.

We are looking for a well-organised and hard-working individual to join our dynamic team. This is a great opportunity to gain experience working across a range of different organisational areas. Your primary responsibility will be to support our Programmes team in engaging with teachers, providing assistance to students, and recruiting and managing our tutors. Other responsibilities may include supporting our fundraising and finance work.

Key responsibilities

The successful candidate will join a vibrant, fast-paced team, and so aspects of the job description may evolve. The following list of duties is not exhaustive, and colleagues will need to support one another from time to time.

- Support the Programmes team in delivering TalentEd programmes
 - Tutor recruitment – application screening, coordinating candidates, conducting background checks
 - Tutor onboarding – organising and supporting induction sessions
 - Programme delivery – supporting with the administrative set-up and monitoring of programmes, engaging with teachers, parents, students, collecting and analysing data, updating our CRM system
- Support our Head of Fundraising in preparing and submitting bids, including owning certain funder relationships and bid cycles
- Provide administrative assistance for our financial processes (e.g. tutor payments)
- Contribute to our social media output – Twitter, Facebook, LinkedIn, blog/newsletter
- Take on special projects as needed

Person specification

We are looking for an ambitious self-starter who is organised and eager to learn. You will be comfortable working independently and to tight deadlines and will identify strongly with the mission of TalentEd.

Essential skills and experience

- Excellent organisation and time management skills
- Competent IT skills covering basic Office package (Excel, Word, Powerpoint)
- Experience working to tight deadlines and delivering quality work under pressure
- Adaptable, willing to learn and gain experience in new areas
- Passion for and commitment to creating a level playing field in education

Desirable skills and experience

- Experience working in the non-profit sector
- Experience working in any customer/client-facing role
- Experience designing, building, or updating websites
- Experience working with schools, young people, or the education sector generally

TalentEd is an equal opportunities employer, and we welcome applications from all individuals regardless of age, disability, ethnicity, gender, sexual orientation, or personal circumstances.

Terms and conditions

- Job title: Programme Officer
- Salary range: £21,000-£23,000 per annum depending on experience
- Working hours: 37.5 hours per week
- Contract length: 12 months initially with scope to become permanent thereafter
- Reports to: Programme Manager
- Holiday: 28 days per year, plus public holidays
- Flexible working: We have a flexible working arrangement at our central office, with most of the team working from home at least 2-3 days per week
- Start date: As soon as possible
- Working location: TalentEd central office in Shoreditch (but currently working predominantly from home due to Covid)
- Closing date: 18th September, with interviews conducted on a rolling basis

To apply, please send a CV, plus covering letter of no more than one side of A4 to info@talent-ed.uk with the subject line 'Programme Officer'.

IMPORTANT: As part of our commitment to being an equal opportunities employer we want to reduce the effect of unconscious bias in our recruitment. Therefore, the first-round selection is blind so please remove your first and second name from CV and cover letter.