



RIGHT
TO
SUCCEED

Right to Succeed

Programme Coordinator

Job Specification

February 2018

Right to Succeed

An Introduction from Graeme Duncan, Chief Executive

Dear Candidate,

Thank you for your interest in the role of Programme Coordinator with Right to Succeed.

Right to Succeed is a young, fast growing charity making the transition from start-up to a sustainable, impactful organisation. It was founded in March 2015, with a mission to develop, pilot and scale collective solutions to educational inequality, overcoming the effects of the disadvantage factor in education.

The charity recently joined forces with the Oxford Youth Lab, a social lab that shares its commitment to working at grass-root levels, to help those from different disciplines to define and deliver solutions to complex problems facing young people. The charity will be operating under a new name in the Spring to reflect this partnership.

As a charity, we focus on areas where improvements in education and employment could provide the greatest uplift in social mobility for children and young people. We then bring together at local levels, best practice deliverers, educationalists, influencers, commissioners, philanthropists and social investors to develop collaborative solutions to some of the biggest challenges in education today.

We have recently piloted the Reach Programme with Educational Diversity, the pupil referral unit in Blackpool. This year we are expanding this to a larger pilot in three regions of the UK and are seeking an excellent coordinator to support both this important work in preventing exclusions, as well as supporting the coordination of our research-led schools programme, more detail for which you will find below, which we are hoping to start to scale in the region this year.

This work is not simple, but with the social investment space growing, public sector commissioning increasingly focused on outcomes and the social mobility gap still widening, the time for big and bold collective solutions to educational inequality is now. Right to Succeed's role is to make that happen.

We hope that you will be inspired to consider joining us. You can find out more about our work and our people at www.righttosucceed.org.uk.

Should you want to apply for this role, or find out more, please contact:

Beth Matheson
COO - Right to Succeed
recruit@righttosucceed.org.uk
0208 099 5171

Programme Coordinator – Right to Succeed

Job Description and Person Specification

Job Details

Title: Programme Coordinator
Reports to: Programme Director
Contract type: Permanent 30 hours a week (4 days)
Salary: £22,000 to £25,000 pro rata depending on experience
Located: North West

Role Summary

We are seeking a highly motivated individual with excellent organisational and people skills who will be the reliable, positive, “go-to” person for the team. The successful candidate will play a pivotal role across all aspects of our work with a specific focus on supporting our high quality local and national Programme Delivery. This role provides an exciting opportunity to be part of an ambitious, passionate team committed to overcoming educational inequality and improving outcomes for young people.

About our Programmes

Research Led Schools Programme

The Research-led Schools Programme is an innovative approach to school improvement that aims to support underperforming schools to become world class, research-informed deliverers of outcomes for their young people. Combining the success and learning from Right to Succeed’s pilot with Education Development Trust’s experience of working with government at scale, we now plan to roll out this new collective impact, evidence-led approach to improvement with schools in new areas of the North West and surrounding regions.

The Reach Programme

The Reach Programme is a collective impact approach to preventing young people from being excluded from schools. It focuses on supporting schools that commonly exclude children to forensically identify the needs of the pupils most at risk of exclusion, working with them to embed interventions and strategies that are proven to meet those needs. The programme will be delivered across approximately 30 primary and secondary schools across Doncaster, Lancashire and North Belfast over a three-year period, providing sufficient time to embed successful practice and evaluate the work across.

We are excited about the opportunity that these initiatives have to change the outcomes for many young people today. We hope that you share our passion for this vision for change and are keen to play a part in it.

The role of the Programme Coordinator

As a Programme Coordinator you will play an integral role in supporting staff across the Right to Succeed team with core focus on ensuring the programme teams have the administrative support to enable them to effectively deliver high quality programmes that deliver maximum impact within their respective areas.

The core objectives of the role include, but are not limited to:

1. Supporting high quality programme delivery
2. Supporting strategic and operational relationships
3. Robust office management and administration

Key Responsibilities

Supporting high quality programme delivery

- Support the Programme Directors with
 - the creation of clear, robust programme delivery plans that the entire team can utilise
 - ensuring plans are regularly monitored and iterated effectively in order to deliver high quality stakeholder outcomes
 - monitoring the budget for programme delivery to ensure accurate forecasting and delivery costs, as well as innovative solutions to drive efficiency savings where possible to ensure the programme guarantees value for money
- Plan a comprehensive calendar of key milestones, events and learning opportunities across the year, including some evening and weekend events, in collaboration with the Team and external partners
- Develop a clear understanding of all key internal and external policies ensuring that all key stakeholders are aware of guidelines, best practice and implications of policy changes
- Contribute to quality assurance and compilation of internal and external reports

Supporting strategic and operational relationships

- Ensure effective communication between Right to Succeed, schools and partners, making communications clear, maintaining high satisfaction and ensuring records are easily retrievable to parties who should have access.
- Track levels of engagement across key stakeholders and work collaboratively with internal team to maintain productive relationships across key stakeholders
- Conduct research tasks to develop knowledge of the educational landscape across the current and prospective delivery areas
- Coordinate school visits for core Right to Succeed team and events with government, education and business supporters in the area, including venue resourcing and event management
- Work with the Fundraising & Communications Manager, to disseminate key information and research on behalf of local delivery teams and partners
- Build an effective network inside and outside of the organisation, including colleagues in the London office, school and external contacts to assist successful programme delivery
- Support other colleagues working on events and discreet projects
- Provide cross-functional support to other members of Right to Succeed senior executive in relation of Safeguarding, Governance, Finance, HR, Development and Impact as and when required

Robust office management and administration

- Oversee email and diary management, scheduling of meetings, booking travel, accommodation and being the first point of contact when core team members are unavailable
- Coordinate the administration of events in the North West that Right to Succeed are leading on
- Act as administrator for our internal project management software
- Provide local data management to support the delivery of our programmes including; data input, tracking and ensuring data is accurate and up to date
- Attend school and partner meetings to provide administrative support as and when required
- Day-to-day responsibility for the working environment in the North West office space

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- Liaise with the Right to Succeed Finance team in London including carrying out local finance and administrative tasks
 - Conduct employee office induction
 - Team coordination including scheduling meetings and maintaining action log
 - Order office supplies on a regular basis and maintaining relevant records
 - Update and maintain information systems and databases

Please note the critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need.

Scope

This role will be primarily office based in the North West (Manchester) with occasional travel to the Central London office and between local schools in the region.

Person Specification

Experience

Essential:

- Working in a growing team in a fast paced, busy environment and with tight deadlines
- Effectively collaborating with internal and external stakeholders
- Working with Microsoft Office
- Planning, organising and supporting the delivery of events and complex projects involving multiple tasks and stakeholders
- Successfully coordinating a programme of activities including budget and logistics

Desirable:

- Experience in education or not for profit sectors
- Experience of using project management and client relationship management systems – preferably Jira and Insightly

Skills:

Essential:

- Proven organisational, prioritisation, planning and project management skills
- Excellent relationship management skills and ability to work with a wide variety of stakeholders
- Ability to work independently and as part of a team working on a larger project
- Excellent ICT skills (as a user), ability to support others in understanding ICT platforms
- Ability to work on multiple tasks at the same time and to plan effectively to meet programme deadlines
- Ability to be highly self-motivated, flexible and effective as a professional
- Confident compiling data

Desirable:

- Effective communication skills including strong written English skills
- Numerate with the ability to prepare simple financial reports, such as budget templates

Knowledge:

Essential:

- Ability to represent the charities credibly with schools and external partners

Desirable:

- Knowledge of the education sector
- Understanding of AGILE Project Management approaches

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Commitment	Deliver excellent service to our schools and partners	Work as part of a team committed to delivering a mission
Integrity	Uphold principles and values	Following through on responsibilities
Humility	Approach our work with professional curiosity	Demonstrate learning and the application of your learning
Collaboration	Building effective relationships	Influence and negotiate the conditions to create impact
Curiosity	Willingness to positively question operating norms	Passion for identifying and trialling innovative solutions

How to Apply

To apply for this position, please send a CV and a supporting statement to recruit@righttosucceed.org.uk by 1 March 2018. Your letter should outline your interest in the role. It should also detail how your skills and experience meet the specified requirements.

Please also tell us:

- Where you heard about this role.
- Your current salary.
- And kindly complete and send the equal opportunities monitoring form.

Please provide the names, positions, organisations and telephone contact numbers of two referees, one of who should be your current/most recent employer. References will only be taken once your express permission has been granted.

Timetable

Applications invited by noon on 1 March 2018

Initial interviews: w/c 5 March 2018

Process expected to be completed: 16 March 2018

These dates may be subject to change and allowances will be made for candidates with annual leave booked during these periods, which may lead to the process being extended.

Queries

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal discussion, please contact Beth Matheson at beth@righttosucceed.org.uk.