



## GET FURTHER

Getting students ahead in further education

### PROGRAMME COORDINATOR

Without GCSE English and maths, young people are more likely to drop out of education and are locked out of many university courses, apprenticeships and key professions. This is a huge challenge for social mobility in our country.

**We want to change this story.** Get Further is the first charity dedicated to providing free, innovative catch-up tuition to young people who missed out on gateway English and maths GCSEs at school. Our tuition is delivered by subject-specialist graduates, who are trained by expert English and maths teachers. Students who complete the programme join our alumni network, where they are signposted to opportunities and receive support with the transition into higher study and work.

We know that having a tutor can help to close gaps in education – but too often, this is out of reach for young people from disadvantaged backgrounds studying in further education. With the disruption to education from COVID-19, now, more than ever, many students are in need of extra help to address the learning they have lost. This year, we are expanding our programmes, so that we can support more students to get back on track in education and have greater opportunities for progression in their chosen career.

To help more students **get further**, we are seeking a driven and passionate Programme Coordinator, who will be responsible for the delivery of our tuition programmes across a cluster of college and tutor relationships.

**Location:** London. The role is a mix of home-based working and some travel to Get Further's partner colleges and our office in London (the team are currently working in office 2-days per week)  
**Hours:** Full-time  
**Duration:** Permanent  
**Salary:** £21,600 per annum (including London weighting allowance of £3,000 per annum)  
**Start date:** December 2021 / early January 2022

#### Role Description

As a Programme Coordinator, you will work directly with the Programme Manager to support the delivery of our 2021/2022 tuition programmes. This will involve overseeing the delivery of tuition across a cluster of our partner colleges, providing support to tutors and students, and delivering inductions to students to ensure the programme gets off to a flying start. The role will also involve providing administrative support to ensure the smooth running of tuition day-to-day, including inputting data into our CRM system, monitoring student attendance, and following up on queries from students and tutors.

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 communication and relationship management, there will also be opportunities to support the charity across other aspects of its work. As a new education start-up, you will take a leading role on projects and see first-hand the impact of your work.

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.



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## Main Duties and Responsibilities

- Building and managing relationships with tutors, students and lead-teachers in your region, acting as their main point of contact on a day-to-day basis
- Supporting Get Further tutor recruitment, delivering key elements of tutor training and induction sessions
- Working with lead-teachers at our partner colleges to plan and deliver informative and positive student inductions, to ensure students get off to a great start on the programme
- Ensuring high attendance at tutorials, including monitoring and following-up on attendance
- Creating tailored content for students and tutors for our different communication channels
- Logging important information on our database, reporting on key performance indicators and making recommendations to our systems and processes to ensure we continually improve as an organisation

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"> <li>• Commitment to Get Further’s mission and values, including passionate about tackling educational inequality</li> <li>• Keen interest in programme delivery</li> <li>• Proven planning, time management and administration skills</li> <li>• Excellent interpersonal and communication skills</li> <li>• Proactive, enthusiastic, and the ability to work independently</li> <li>• Desire to learn, develop and advance personal career prospects</li> <li>• IT skills – experience of MS Office, particularly Word and Excel</li> <li>• Excellent spoken and written English language skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in programme delivery and/or recruitment</li> <li>• Familiarity with the further education sector</li> <li>• Experience, interest in or commitment to a career in the charity sector</li> </ul>

## How to Apply

Your application must include **both** a CV of no more than 2 sides of A4 and a supporting statement of no more than 1 side of A4. Your supporting statement should highlight your interest in Get Further and your motivation for undertaking this role. Please detail your relevant experience, ensuring this is in line with the above role description / person specification. Please also detail your preferred start date.

Please send your application to [applications@getfurther.org.uk](mailto:applications@getfurther.org.uk) with the subject ‘Programme Coordinator’ by 9am on Monday 1<sup>st</sup> November 2021. Please note, suitable candidates will be contacted ahead of the closing date and incomplete applications will not be processed.

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.*

## OUR SUPPORTERS

