



# GET FURTHER

Getting students ahead in further education

## PROGRAMME COORDINATOR RECRUITMENT PACK

### Our Mission:

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 professional roles. This is a huge challenge for social mobility in our country. 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.

**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 high quality tutors, who are trained by our expert English and maths teachers. 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 want to help more students than ever to get back on track in education and have greater opportunities for progression in their chosen career.

We are seeking a driven and passionate Programme Coordinator, who will be responsible for the delivery of our tuition programmes across our partner colleges. We are a fast-growing charity so this role is a fantastic opportunity for someone who is ambitious and 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.

### Our Team, Culture and Benefits

Our central team comprises some 14 members, all motivated to reduce educational disadvantage and ensure young people get the gateway qualifications they need to succeed. We currently employ around 70 active tutors. Our main office is in Notting Dale, London, although we also have team members based in Yorkshire and elsewhere. We share our office with [Ark](#) and its [ventures](#). We promote a supportive, collaborative and positive working environment.

As well as the perks of unlimited tea, coffee and free fruit when in the office, we enjoy:

- 36 days of holidays per year (including bank holidays)
- ongoing learning and development opportunities
- flexible hybrid and remote working
- quarterly 'in-person' team development days at our offices in London
- the joy of working in a progressive and socially conscious, growing organisation where we can have an outsized impact on its success and development.

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### Role Description

<b>Location:</b>	Hybrid – based 3 days per week at Norwich City College as well as regular travel (fortnightly) to our London office (expensable).
<b>Hours:</b>	Full-time
<b>Duration:</b>	Permanent
<b>Salary:</b>	Starting salary £20,000 per annum
<b>Start date:</b>	ASAP/September 2022
<b>To Apply:</b>	CV & Cover letter (See 'How to Apply' at the bottom of this document). Applications without a cover letter will not be considered.

As a **Programme Coordinator** you will work as part of our fantastic Programmes team to make sure our award-winning tutoring programme is delivered smoothly and effectively. You will be assigned to at least one of our partner colleges where you will oversee all aspects of our tuition programmes, working closely with your line manager (one of our Programme Managers), who will support you through all strands of the Programme Coordinator role. You will build and manage positive relationships, follow up on queries and act as the first point of contact for our three main stakeholder groups:

### Students

Across the academic year you will be responsible for a portfolio of students. You will be expected to:

- Market to and enrol students: Collaboratively with college staff, we want you to tell students about us, and how we can help them achieve the grades they need.
- Manage attendance: Identify students not yet regularly attending sessions and work with students and the college to overcome any barriers to approve attendance.
- Manage Data: Keep up to date and track attendance, session, and student data through our CRM system (Salesforce).

### Tutors

You will frontline manage Get Further tutors so each of your students are able to receive high quality tutoring at a 3:1 ratio by:

- Timetabling sessions: Matching tutors in your region to available and appropriate sessions at your colleges and ensuring these are accurately captured in our shift scheduling software (Shiftbase).
- Communicating with tutors: Contacting, responding to questions, signposting, and advising tutors to ensure they have the correct knowledge, learning resources to deliver high quality programmes to students
- Maintaining high standards: Ensure that Get Further's high standards are being met in the delivery of sessions through management of the performance and development of tutors either through initial feedback and signposting or flagging to your line manager.

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## Colleges

You will be responsible for working closely with between one and four colleges (depending on student numbers) to run our effective Get Further programme. You will have responsibilities in these areas:

- Relationships: Build relationships with staff across the college to effectively launch and enrol students and then to deliver and maintain student attendance of our tuition programmes.
- Communication: Stay connected with lead teachers and other key college staff and report to them on student enrolment and attendance.
- Programme improvement: Work with your Programme Manager and college lead to improve enrolment, attendance, and student performance.
- Impact: Supporting the collection of data for and production of tailored Impact Reports for colleges.

## Other

On top of working with our three key stakeholder groups, you will:

- Work closely with the rest of the Get Further Team and align with our inclusive and supportive culture.
- Prioritise Safeguarding and the safety of the young people we work with, following every element of safeguarding policy without fail.
- Accurately input and keep data up to date so Get Further can effectively report and evaluate all elements of programmes

## Projects and Additional Responsibilities

Get Further is a fast-developing charity, as a member of our small but mighty team we want our programme coordinators to help us shape and develop the charity into the future. In addition to the above, once you can deliver the core of the role you will be able to get involved in various projects or additional responsibilities depending on organisation needs and your interests. As a young education start-up, there will be opportunities to take a leading role on projects and see first-hand the impact of your work at Get Further.

## Learning and development

Get Further is committed to the quality of the roles we offer. The Programme Coordinator role has a defined progression route and the successful candidate will be offered genuine learning and development opportunities. If you have a particular interest in a specific area or skill you would like to develop, please highlight this interest in your cover letter or at interview.

Our learning and development are based on three types:

- Structured development - 10%: learning through sessions and courses.
- Learning through others - 20%: through observing, discussing challenges and problem solving with others within the team.
- Learning through experience - 70%: aided through an elevated level of ownership along with supported reflections to learn through experience.

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## 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. In the role of Programme Coordinator, no two weeks are exactly the same. The ideal candidate should be comfortable with what is, at times, a fast-paced role with priorities that can change at short notice.

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>• Planning, time management and administration skills</li> <li>• Resilience and the ability to be flexible react to quickly changing priorities</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>• Keen interest in programme delivery</li> <li>• Experience in programme delivery</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

Please send a CV of no more than two sides of A4, plus a cover letter of no more than one side of A4 to [applications@getfurther.org.uk](mailto:applications@getfurther.org.uk), before 10am on Monday 22<sup>nd</sup> August with the subject “Programme Coordinator Norwich”. Your cover letter should detail your interest in working for Get Further and why you would be a great candidate for this role. For internal monitoring purposes, within your application please specify where you heard about this vacancy and an indication of when you will be available to start the role if successful.

If you require any reasonable adjustments to the application or interview process please detail these in your email along with your application.

**Please note that we will be reviewing applications and contacting suitable candidates before the closing date.**

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