Birmingham GCSE Resits Programme Coordinator

Location: Remote/Birmingham.
There will be regular travel required to partner colleges, on site a minimum of three days a week. For staff outside of London, there is an expectation to travel to the office at least once per month.

Hours: Full-time - We can discuss flexible working patterns, e.g., school hours, as needed.
Duration: Permanent.
Salary: £28,000
Start date: Monday 17th August

One in three students leave school each year without a standard pass (grade 4 or above) in GCSE English and maths, representing over 200,000 16-year-olds every year. **This rises to over one in two for young people from disadvantaged backgrounds**. The scale of the challenge at 16 extends into adulthood. An estimated 8.5 million working age adults in England have low literacy and numeracy skills. Lacking gateway qualifications locks people out of many opportunities for education and employment and is associated with adverse outcomes for learning potential, health and well-being.

Get Further exists to change this. Our charity delivers a series of interventions that help disadvantaged learners in Further Education to secure gateway English and maths qualifications that unlock opportunities. These interventions include our award-winning GCSE Resit Tuition Programme, for those resitting GCSEs, our Functional Skills Tuition Programme, supporting those on or aspiring to undertake apprenticeship programmes, and training and resources to support teachers and leaders of English and maths in Further Education. You can read about the impact of our interventions here.

OUR TEAM, VALUES AND BENEFITS

Our central team currently comprises some 40 members, all motivated to reduce educational disadvantage and ensure young people get the gateway qualifications they need to succeed. We currently employ over 100 active tutors. Our main office is in Kings Cross, London, although we also have team members based in Wales, Yorkshire, Birmingham and elsewhere. We share our office with another educational charity, Axiom Maths.

We promote a supportive, collaborative, and inclusive working environment and are guided by our core values. These values are at the heart of our organisation's personality

At Get Further, we are:

- **BOLD** We are bold and unafraid to go against the grain.
- **OPTIMISTIC** We are optimistic through setbacks, retaining a sense of possibility in the face of challenges.
- **AMBITIOUS** We are ambitious for students who are yet to achieve gateway English and maths qualifications.

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- **TENACIOUS** We are tenacious in our drive to achieve impact for the students we support.

Our benefits include:

- 36 days of holidays per year (including bank holidays)
- Ongoing learning and development opportunities
- Flexible hybrid and remote working
- Cycle to work scheme
- Employee Assistance Programme
- Termly 'in-person' team development days at our offices in London
- The opportunity to work in a progressive and socially conscious, growing organisation where we can have an outsized impact on its success and development.

ROLE DESCRIPTION

As a Programme Coordinator, you will lead the day-to-day delivery across a portfolio of partner colleges. Acting as the main point of contact for students, tutors and college staff, you will build strong working relationships, maintain a consistent on-site presence and ensure programmes are delivered smoothly, professionally and in line with agreed standards and KPIs.

With the support of your Programme Manager, you will take ownership of programme performance across your portfolio, with a particular focus on student enrolment, attendance, and session dosage targets. You will oversee programme logistics, monitor delivery quality, and work proactively to maximise student participation and tutor effectiveness. This role requires strong organisational skills, attention to detail and the ability to respond quickly and effectively to operational challenges.

You will also play an important role in maintaining high-quality partnerships with colleges, ensuring stakeholders receive clear communication, accurate reporting and responsive support throughout programme delivery. Alongside this, you will contribute to wider organisational priorities, including safeguarding, tutor development, programme improvement and initiatives that strengthen student outcomes. This is a highly collaborative, delivery-focused role suited to someone who enjoys a challenge, is confident managing relationships, working independently on-site and driving consistent programme performance across multiple settings.

MAIN DUTIES AND RESPONSIBILITIES

Programme Coordination and Delivery

- Manage a portfolio of up to 300 students, maintaining consistent engagement and supporting delivery against enrolment, attendance and session dosage KPIs.
- With the support of your Programme Manager, monitor programme performance against KPIs, ensuring accurate record-keeping in Salesforce and timely interventions where targets are at risk.
- Lead the set-up and launch of programmes across your college portfolio, ensuring timetables, staffing and operational arrangements are confirmed.

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- Maintain a strong on-site presence across partner colleges, a minimum of three days per week, focusing on student engagement, tutor quality, and relationship management.
- Maximise programme capacity by maintaining strong student recruitment and retention across your portfolio, filling available tutoring places promptly and having a waiting list of students where needed.
- Maintain a strong focus on safeguarding, prioritising the safety and wellbeing of the young people and adults we work with, at all times.

Tutor Performance and Quality Assurance

- Oversee tutor session delivery across your portfolio, ensuring sessions are delivered to a consistently high standard and in line with programme expectations.
- Conduct regular check-ins with tutors and Lead Tutors to review tuition quality, provide clear feedback, and address any delivery concerns promptly.
- Carry out session observations and quality assurance activities to support high-quality delivery and continuous tutor development.
- Ensure tutors are fully prepared for delivery, with access to the resources, information and facilities required to run effective sessions.

College Relationships and Programme Operations

- Build and maintain strong working relationships with college staff to support effective programme delivery and day-to-day operational coordination.
- Manage programme logistics across your portfolio, including timetabling, room bookings, and coordination of delivery requirement.
- Maintain regular communication with key college stakeholders, providing clear updates on delivery, attendance and student outcomes.
- Support accurate and timely data collection, and reporting across your programmes to ensure reliable evaluation and performance tracking.
- Contribute to partnership retention and future programme planning by supporting contract renewal discussions and identifying opportunities for growth.

Continuous Improvement and Organisational Contribution

- Identify and implement improvements to programme operations, student engagement and tutor effectiveness across your portfolio.
- Respond proactively to operational challenges, using sound judgement to resolve issues efficiently and maintain high-quality delivery.
- Contribute to wider organisational priorities, including facilitation of tutor training, student and tutor communications, and initiatives that improve student attendance, engagement and outcomes, as required.
- Take ownership of agreed projects and contribute to the ongoing development of systems, processes and programme quality across the organisation.

Championing Get Further's Vision and Values

- Represent Get Further professionally in all interactions with colleges, tutors, internal and external stakeholders.

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- Maintain a high standard of accuracy and attention to detail across programme data, reporting and operational processes.
- Work collaboratively with colleagues across the organisation to support strategic priorities and the mission to tackle educational inequality.

PERSON SPECIFICATION

We have set out the skills and experiences most important for this role below, and how they will be assessed via the application (A), interview (I) and a task related to the role (T).

ESSENTIAL	A	I	T
Commitment to Get Further's mission and values, including passionate about tackling educational inequality.	A	I	
Excellent attention-to-detail and high standards for what can be achieved for all students		I	T
Ability to hold yourself and others accountable and always remain open to learning from others		I	T
Comfortable with stretching KPIs, a 'can-do' attitude and skilled at taking the initiative to ensure that our charity delivers for students	A	I	T
Resilience, grit, and the ability to problem solve and find solutions without being phased in the face of logistic or operational challenges.	A	I	T
A desire to try new approaches and apply lessons, and to learn and be proactive in owning your own development		I	
A warm and friendly communicator, with excellent spoken and written English language skills, who can present comfortably to students and lead conversations with senior stakeholders		I	T
Strong IT skills e.g. MS Office (Word and Excel etc.)	A		T
Excellent communication skills (including written and verbal skills).	A	I	T
Organised, excellent time management, highly flexible and can work well independently.	A	I	T

DESIRABLE	
Familiarity with the **further education sector**.	A & I
Experience, interest in or commitment to a career in the charity sector	
Familiarity with database systems, like Salesforce (or able and interested in learning to use a database management system)	

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HOW TO APPLY

Your application must include:

- **A CV of no more than 2 sides of A4; and**
- **A supporting statement which includes your answers to the following four questions:**

1. Why do you want to work for Get Further? (250 words)

2. Can you describe your experience in handling a range of different priorities with deadlines. (300 words)

3. Can you describe a time you were highly motivated to achieve success. What inspired you, and what impact did your efforts have? (300)

4. What two aspects of the role would be the biggest challenge for you, how would you resolve these challenges and what support would you need? (300)

Please submit your application via our website: Jobs - Get Further **by 9am on Friday 3rd July.** Incomplete applications will not be processed.

NEXT STAGES OF RECRUITMENT

First round of interviews will take place on the **13th & 14th July.** These will take place online.

Second round of interviews will take place 20th July in person, in London. You will be able to expense your travel for this interview.

*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 application. Due to our status as a charity, we regret that we are unable to provide visa sponsorship for this role. 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.*

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