

## Project Administrator Full Time

*The Teacher Development Trust (TDT) is a fast-growing charity based in London dedicated to improving the educational outcomes for children by raising the quality of teacher professional development. We're working with schools and training providers to ensure that all training and consultancy is carried out using international best practice. This role will support our work with schools nationally to develop best-practice CPD.*

### About Teacher Development Trust

TDT launched in May 2012 and has forged partnerships with almost all of the major education organisations and government. Our mission is to promote powerful approaches to teacher professional development that help children succeed and teachers thrive.

The [TDT Network](#) has grown rapidly across the UK and supports schools to embed evidence-based and effective approaches to teaching. It is making a real difference to teachers and pupils across the country and is built on the very latest research and leading practice. We provide up-to-date intelligence to support schools in implementing best practice around professional learning, as well as implementation guides, tools and resources. We also facilitate collaboration between our Network schools and provide expert advice, as well as providing more bespoke and tailored services to schools such as an audit of CPD quality and culture, with guidance in determining next steps.

Our innovative national database of training, [TDT Advisor](#), is driving up standards in professional development and allowing teachers to access the most effective courses and consultancy to improve their schools.

We have just launched an exciting new project focused on supporting effective professional learning in the most disadvantaged schools. Schools in challenging circumstances will be supported through 'CPD Excellence Hubs' to develop a culture and processes that best support their staff and students.

This is an exciting opportunity to work with a fast-growing and influential education charity. We're looking for an enthusiastic individual to join our team in supporting the growth of existing programmes, our impact and mission. We have an excellent track record of staff developing within the charity, as well as staff who have developed their careers into schools, other charities, and the public sector.

### About the role

In this role you will be providing a high quality administrative service for the CPD Excellence Hubs project, as well as the Teacher Development Trust and its programmes more widely.

### Key Responsibilities

#### Administration

- Provide a comprehensive and efficient administrative support service for the CPD Excellence Hubs.
- Support the day to day administration of the Teacher Development Trust and its programmes.
- Provide administrative support for the Trust's financial activities.

### *Recruitment and retention*

- Relationship management and support for our schools, mentors and teachers. This involves regular communication (email, phone and face to face) with potential and existing Network members, including contacting schools, school leaders and stakeholders.
- Maintain, track and monitor Network databases including dealing with user queries and issues, running and updating activity reports on Network projects and progress and updating databases as required.

### *Marketing and Communications*

- Assist with website update and respond to social media posts.
- Support with the production of marketing communications materials including emails, event flyers, social media etc.

### *Events*

- Oversee the planning, preparation and delivery of TDT Network events, including: coordinating speakers, venues, facilitators and Teacher Development Trust staff to make sure events run smoothly including owning all event logistics.

### *Member Engagement*

- Support arrangements to encourage the take up of our services, particularly the CPD audit, and attendance and participation at events – helping schools to maximise the impact of the support they receive.
- Support members by understanding their needs and supporting them with information, and directing them to correct guidance.

## **Personal Qualities and Experience**

### Essential:

- A deep commitment to learning, developing and supporting others
- Excellent administrative, communication & organisational skills with the ability to present information clearly, strike the correct tone and attend to detail in a timely manner.
- A warm and professional communication style.
- A strong commitment to education, the non-profit sector and improving educational outcomes for children and young people.
- Knowledge of the current educational landscape and typical school vocabulary
- Excellent interpersonal and relationship management skills.
- Ability to work with and relate to people from diverse backgrounds.
- Self-motivation, flexibility and the ability to adapt to an ever-changing, growing organisation.
- Computer/IT skills and knowledge of Google apps and Microsoft Office, including Word, Excel and PowerPoint.

### Desirable:

- Experience of supporting event co-ordination, including planning and follow up.
- Experience of using Salesforce or a similar CRM system.
- Experience of working with Eventbrite, WordPress.

## Other Information

Reports to: Programme Officer (Marketing & Communications)

Location: Old Street, London

Duration: Permanent

Salary: c. £22,000

Interested candidates should email the following to our retained HR consultant [steve.poland@btinternet.com](mailto:steve.poland@btinternet.com) by **Monday 18<sup>th</sup> September 2017 at 5.00pm.**

- Cover Letter – please explain why you want to work for the Teacher Development Trust and in the non-profit/education sector and how your work experience is relevant to this role. Please also state where you saw this job role advertised.
- Your CV
- 2 references (these will not be taken up until after interview)

Shortlisted applicants will be invited to interview. Interviews are scheduled to take place on 22<sup>nd</sup> September 2017. Due to the anticipated volume of applications we are unfortunately unable to provide detailed feedback.

