

# Teacher Development Trust

## Job Profile

### Office Support Co-ordinator

**Reports to:** Chief Operations Officer

**Duration:** One year, fixed-term in the first instance

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#### Role Purpose

To provide assistance and support to colleagues across the TDT Network in the delivery of its services and programmes. To gain experience of the roles and responsibilities of colleagues. To develop a variety of work-based skills including CPD audit, administration, marketing and communications and relationship management.

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#### Responsibilities

##### 1. In common with all Trust staff

- 1.1 To support the philosophy, aims and objectives of the Teacher Development Trust and to champion its work;
- 1.2 To ensure the best possible experience and outcomes for the Trust's clients and stakeholders;
- 1.3 To support collective responsibility, knowledge sharing and team working across the organisation;
- 1.4 To promote and champion equality, diversity and inclusion;

##### 2. Particular to this post

#### ***Administration***

- 2.1 To provide day-to-day administrative support for the Director of Education, School Programme Managers and Marketing and Communications Officer;
- 2.2 To arrange appointments and meetings and manage the diary for the TDT office;
- 2.3 To undertake a variety of administrative tasks to support Network programmes and activities;

2.4 To provide administrative support for a variety of TDT development projects;

2.5 To attend meetings with Trustees, take notes and distribute papers and minutes of meetings to Board members;

### ***Audit***

2.6 To develop appropriate skills to enable the post holder to visit and audit school processes and systems in relation to professional development and identify areas of strength and areas for development;

### ***Recruitment and Retention***

2.7 To assist with the recruitment and retention of members of the TDT Network, including regular liaising and relationship management with key stakeholders and school leaders;

2.8 To develop appropriate skills to enable the post holder to maintain and monitor Network databases, dealing with user queries and issues, running and updating activity reports on Network projects and progress, and updating databases as required;

2.9 To provide support with the analysis and evaluation of network membership and monitor the progress, take up and retention of members;

### ***Marketing and Communications***

2.10 To provide marketing and communications support, including assisting with external communications, the TDT website, trade media and social media;

2.11 To support colleagues in raising the profile of the TDT Network and expanding its reach;

### ***Events***

2.12 To assist with the planning and delivery of Network events, working with members of the team to deliver high quality conferences and CPD activities for Network member schools;

### ***Member Engagement***

2.13 To develop appropriate skills to enable the postholder to support the Trust's key stakeholders, including providers, schools, mentors and teachers, ensuring regular communication (email, phone and face to face) and responding to provider, teacher and school enquiries;

- 2.14 To assist colleagues in liaising with schools and providing support for their professional development, including specific input around Lesson Study and the resources provided by the Trust;
- 2.15 To research and support the creation and updating of resources to support best quality professional development in schools;
- 2.16 Such other duties of a similar nature that may be required from time to time.

**Person Specification**  
**Office Support Co-ordinator**

**Qualifications**

1. University graduate;

**Skills, Knowledge and Experience**

2. Administrative experience; excellent organisational skills and attention to detail;
3. Ability to develop a range of auditing and monitoring skills;
4. A strong commitment to education, the non-profit sector and improving educational outcomes for children;
5. Knowledge of the current educational landscape, including an understanding of professional development and teacher enquiry;
6. An ability to develop expertise in marketing, communications and building relationships.
7. Good interpersonal and communication skills;
8. Ability to work with and relate to people from diverse backgrounds;
9. Potential to develop the skills to offer effective advice and support on a range of educational issues, including professional development and training;
10. Analytical thinking and writing skills;
11. Flexibility, with the ability to adapt to an ever-changing, growing organisation and be self-motivated;
12. Computer/IT skills and knowledge of Microsoft Office, including Word, Excel and PowerPoint;
13. Ability to update, maintain and monitor databases and to run activity reports;
14. A strong willingness to learn;
15. Experience of using Salesforce or an equivalent CRM system. (Desirable)