

## Project Officer (part-time)

### Role Summary:

1. To facilitate the onboarding and develop effective ongoing communication with partner and member schools, enabling them to make the most of TDT's programmes.
2. To provide administrative, data and logistical support for TDT's projects and services for schools.

<b>Location</b>	TDT's offices are based in London. However, this role lends itself to home-working from elsewhere in the UK with occasional visits to our main office.
<b>Hours per week</b>	22.5
<b>Contract basis</b>	Part Time (0.6 of FTE 37.5)
<b>Contract type</b>	Fixed Term Employee: 6 Months
<b>Salary</b>	£26,000 per annum (pro rata £15,600)
<b>Benefits</b>	8% employer pension contribution; opportunities for flexible and remote working; wide-ranging opportunities for personal and professional development
<b>Reports to</b>	Head of Education

The Teacher Development Trust (TDT) is an established and fast-growing charity based in London that is dedicated to improving the educational outcomes for children by raising the quality of teachers' professional development.

With some exciting school-facing projects and events in the pipeline for this academic year, we are now seeking a temporary project officer on a part-time basis to play a vital role in establishing excellent relationships with a range of stakeholders in schools and to take ownership for effective administration including data handling and project tracking.

This is an exciting opportunity in a fast-growing and influential education charity. We're looking for a proactive, confident communicator with an understanding of the education landscape to join our team in supporting our existing services and programmes. 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. For more information go to [www.tdtrust.org](http://www.tdtrust.org)

## Key responsibilities

- Maintaining a range of project plans, tracking progress and ensuring projects are delivered in a timely manner, managing risks and escalating issues where necessary.
- Building relationships with key project participants (normally school leaders/ teachers) and ensuring they are fully accessing and engaging with TDT programmes.
- Emailing and calling schools on a regular basis and acting as a point of contact for queries.
- Ensuring that school/participant data is accurate, inputting data into our Salesforce CRM system and maintaining up-to-date records.
- Presenting, formatting and analysing data in a variety of ways to report to senior colleagues and stakeholders.
- Producing and managing partnership paperwork, including agreements or contracts, invoices, POs and bills where appropriate.
- Some event administration including issuing invitations, tracking RSVPs, setting up virtual meeting links and sending pre/follow-up emails to delegates.

## Required skills

- A very high level of spoken and written literacy with a professional telephone manner
- High organisational skills and attention to detail
- Data handling: expertise using Microsoft Excel to collate, manipulate and present data
- Experience of working in, or understanding of schools and the wider education sector

## Desired skills

- Events management: experience of planning and organising events
- Knowledge of GDPR and how it relates to the storage, retention and use of personal data
- Familiarity with Salesforce CRM system and/or project management platforms e.g. Asana

## Other Information

We particularly welcome applications from disabled, Black, Asian and Minority Ethnic (BAME), Lesbian, Gay, Bi, Trans including non-binary (LGBTQ+) candidates, and candidates from low income families. These groups are currently underrepresented at TDT and we are committed to increasing representation and diversity at the charity.

Interested candidates should email the following to [maria.cunningham@tdtrust.org](mailto:maria.cunningham@tdtrust.org) by 5.00pm on Friday 22nd January

- Cover Letter – please explain why you want to work as Project Officer for the Teacher Development Trust and how your skills, knowledge and experience are relevant to this role. Please also state where you saw this job role advertised.
- CV
- The names of 2 referees, one of whom should be your current or most recent employer (references will not be taken up until after interview)

Shortlisted applicants will be invited to interview. Interviews are scheduled to take place in the week commencing 25th January 2021 and will be held virtually. Due to the anticipated volume of applications we are unfortunately unable to provide detailed feedback.