

Job Description

Title:	Project Coordinator
Salary:	£19235 pro-rata
Term:	Maternity Leave cover to August 2020 full and part time roles available to cover core office hours, Monday to Friday
Reporting to:	Assistant Project Manager/ SIS Operations Manager
Location:	Exeter

As a not-for-profit charitable Trust, SWGfL primarily works on behalf of schools, aiming to provide the best possible range of quality services to help schools, and other establishments, to use technology to both impact positively on teaching and learning as well as their online safety.

Job Purpose

The post holder will be supporting the coordination across projects in the Education and Schools Internet Service Team. The post holder will ensure that SWGfL deliverables are met in line with agreements and contractor requirements.

In the immediate term the team are working on two specific projects – the Barefoot Computing project and the Schools Internet Service. The team will be flexible to adapt to requirements of any additional projects secured in the future.

Barefoot Computing Programme

The Barefoot Computing Programme is part of BT's commitment to a culture of Tech Literacy for the UK, supporting primary teachers across the UK get to grips with computer science through free resources and workshops.

SWGfL are responsible for the facilitation of the free computational thinking and programming workshops across the UK, equipping teachers with the knowledge, skills and understanding they need to teach computer science.

Schools Internet Service (SIS)

Working with key partners to ensure the delivery of safe, secure and reliable connectivity, services and toolkits for keeping safe online internet for schools across the South West.

SIS aim to provide the best possible range of quality services to help schools, and other establishments, to use technology to both impact positively on teaching and learning as well as their online safety.

3 Key responsibilities

a) Customer Service:

- Dealing with telephone calls and e-mails to and from clients including volunteers, schools and other stakeholders regarding effective handling of workshop booking process and financial/ invoicing queries
- Responding to requests from the contracting project teams in a timely fashion
- Handling workshop cancellations, school queries or other issues in a professional, polite, calm and tactful manner
- Pursuing issues and concerns on behalf of volunteers and schools

b) Project Co-ordination:

- Ensuring that accurate information, particularly in relation to stakeholder details, using spreadsheets and CRM(s) are maintained.
- Working with the administration team to complete all workshop facilitation and admin activities:
 - Matching workshops to volunteers in a timely fashion
 - Communicating with volunteers and schools using the prescribed process

- Ensuring schools are provided with all workshop materials (please note that this will require manual handling of boxes)
- Processing workshop feedback
- Training and upskilling volunteers to deliver workshops
- Admin in relation to overdue accounts
- Inputting into regular team meetings to feedback on the effectiveness of processes and suggest improvements

c) Communications and Creative Writing

- Produce communications and articles over both projects on an ad hoc basis for South West Grid for Learning Trust
- Represent Barefoot at SWGfL communications meetings and sit on the board

d) Data and Reporting

- Supporting the Assistant Project Manager with predefined reporting requirements – weekly and monthly.
- Responding to reactive requests for data and information from the contracting project teams

This job specification only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

Company Benefits

- Substantial Leave Allowance progressing to 25 days in second year of service and 30 in third year of service, plus bank holidays
- Pension with generous contributions from SWGfL
- Medical Healthcare benefits including dental, optical, chiropody and therapy treatments including physiotherapy, plus many more Health and Wellbeing services.

- Medical health care for your family and annual flu jab, voluntarily available for all staff.
- Enhanced family friendly policies
- Online Employee discount platform; saving you money on everything from groceries to holidays, fashion and electronics.
- Cycle to Work Scheme

PERSON SPECIFICATION

Attributes	Experience / skill	Essential / Desirable	Means of Evaluation
Education & Training Experience	GCSE Maths and English or equivalent	Essential	Appl/Interview
	Educated to A Level or Equivalent	Desirable	Appl/Interview
	Experience working within the Education sector	Desirable	Appl/Interview
Knowledge & Skills	Experienced in the use of computerised systems including word processing, spreadsheets, Outlook, PowerPoint etc	Essential	Appl/Interview
Communication & Interpersonal	Ability to communicate and work effectively and persuasively both face to face, in writing and on the telephone	Essential	Appl/Interview
	Ability to develop effective and supportive relationships with colleagues	Essential	Appl/Interview

	at all levels throughout the organisation. Experience in producing articles and communications	Desirable	
Personal Qualities	Ability to work accurately under pressure (to meet deadlines etc), demonstrating a logical and methodical approach to dealing with workloads.	Essential	Appl/Interview