



Creating Possibilities
in East London

PROJECT COORDINATOR, EDUCATION WORKS

TERMS & CONDITIONS, JOB DESCRIPTION AND PERSON SPECIFICATION

Terms and conditions

Job Title:	Education Works Project Coordinator
Reports to:	Programme Manager, Education Works
Salary:	£25,000 p.a.
Hours:	35 hours per week, some evening work may be required
Annual Leave:	27 days per annum plus public holidays
Length of Contract:	12 months fixed term contract
Location:	ELBA, 5 Greenwich View Place, London E14 9NN

About ELBA

ELBA is the leading social regeneration charity in east London. It facilitates corporate investment from over 100 organisations into community programmes across the growth boroughs of Hackney, Greenwich, Newham, Tower Hamlets and Waltham Forest. ELBA also manages an award winning employment and skills programme and in 2014 launched London Works, a not for profit graduate recruitment agency.

With over 26 years of experience enabling successful partnerships between businesses and communities, during 2015/16 ELBA delivered over 13,567 employee volunteers into the community and worked with over 200 local organisations to help build their capacity and support their beneficiaries. ELBA supported almost 800 local people into work through its employment and skills programme.

About Education Works

All of ELBA's education projects are brought together under 'Education Works', creating a compelling, high-impact programme that works with ELBA's corporate members to ensure that their employees' skills are utilised to support education institutions across east London.

Our programmes:

- Mentoring Works
- Business Education for Schools (BES)
- Higher Education



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The role

This post will be to work within the well-established Education Works team supporting across the programmes. The role will involve managing relationships with schools, Universities and ELBA member companies.

The post will be managed by the Education Works Programme Manager (Mentoring Works). The post holder will have weekly one-to-one meetings for input and guidance to achieve agreed targets and will be subject to annual performance appraisals.

This role would suit an experienced Project Coordinator who is able to take on delivery responsibilities and continue to develop their skills.

Job Description

Main duties

- Support with managing relationships with schools, universities and ELBA member companies where Education Works is being delivered
- Oversee individual employee volunteer (mentor) and student (mentee) relationships to ensure programme objectives are being met
- Plan and deliver employee volunteer and student recruitment events
- Support the team to deliver recruitment and training sessions for employee volunteers and students
- Administrate for programme events and processes including overseeing the DBS clearances for volunteer mentors
- Keep accurate records, input to databases and maintain reports for funders and partners as required
- Assist with the development and delivery of group activities in schools, universities and companies
- Develop programme materials and share best practice within Education Works
- Generate web content, newsletters, reports, tweets and other communications tailored to the audience
- As directed and in line with the Education Works evaluation framework work with the Programme Manager to implement an evaluation and impact framework
- Work as part of the Education Works team to ensure corporate members and schools receive an excellent service

General

- Use ELBA internal systems to maintain records and report progress, including due diligence and volunteer recording via the Customer Relationship Management System (CRM).
- Represent and act as an ELBA ambassador at meetings and functions as required
- Attend ELBA team meetings, collaborate with other ELBA colleagues on projects where appropriate and contribute to the development of ELBA as an organisation
- Adhere to relevant policies including equal opportunities and health and safety
- Undertake any other reasonable duties as requested by your line manager



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Person Specification

ELBA's core competencies define the principles and ethos that are central to the way we seek to operate as an organisation and the way we treat those with whom we come into contact. They inform what we do and how we do it; we expect every member of staff to commit to creating value for our members and community partners. ELBA's core competencies are:

- Accountability
- Leadership
- Commercial awareness
- Relationship management
- Adaptability
- Delivery
- Communication
- Creativity

In addition, the ideal candidate will have:

Essential skills and experience

- Excellent project coordination skills, managing projects from inception through to completion and evaluation
- Strong interpersonal skills with the ability to work effectively with partners across the private, public and voluntary sectors
- Highly organised with an ability to prioritise, work under pressure and deliver against set targets to agreed deadlines
- Ability to manage and track multiple projects, often with competing deadlines
- Effective time management skills and interpersonal skills including negotiation, persuasion, flexibility and problem solving
- Excellent oral and written communication skills with the ability to articulate messages clearly and concisely in an engaging style consistent with ELBA's brand
- Thoroughness, accuracy and attention to detail
- Experience of developing sustainable and effective partnerships with multiple stakeholders
- The ability to work across all levels of ELBA corporate partners, schools, universities and local stakeholders
- Ability to work collaboratively within ELBA to develop and share best practice
- An understanding of and passion for the principles of corporate community investment and employee volunteering
- A high level of IT literacy, including experience of a CRM database or tool

Desirable skills and experience

- Experience of working with or within the education sector and good commercial awareness
- Knowledge and experience of corporate community investment
- Experience of working with and facilitating employee volunteering activities
- Experience of working in or with the voluntary and community sector
- Experience of event management
- An understanding of evaluation and impact measurement techniques within education or corporate community investment

Please note this role is required to have an enhanced Disclosure and Barring Service (DBS) check.