

Regional Programme Officer

Birmingham or Manchester (Hybrid)

Salary Range: £26,000 – £28,000
Ideal Start Date: 24th July 2023
Contract Duration: Fixed term until 31st December 2025
(possibility of extension subject to funding)

TUTORS
UNITED





Our Mission

We want a world where income doesn't affect education. So, we are on a mission to use the power of tutoring to smash the barriers in education and **enable every child to succeed.**





About Tutors United

We are an award-winning and rapidly evolving social enterprise, delivering confidence-boosting, attainment-raising group tutorials to some of the country's coolest primary school pupils. We are committed to bringing the benefits of tutoring to every child, ensuring their socio-economic background doesn't hinder their achievement in life.

We do this by hiring and training brilliant university students to deliver after school group tutorials in core subjects with a specially devised curriculum, designed by expert teachers. We are the affordable option for parents and funders who want to see fantastic results for primary school children from low-income households and have a brilliant Regional Programme Officer position available for an ambitious, dedicated, and proactive individual!

Job Purpose

We began working outside of London during the pandemic when we moved our tuition online and have continued to adapt and expand our programmes in the Midlands and the North. This is the first dedicated role outside of our London-based Programme Officer team and offers a very exciting opportunity to help shape the expansion of our programmes in the Midlands and North of England. The Regional Programme Officer will be working closely with the Head of Region – Midlands and North (who is Manchester-based) to support the successful delivery of our Midlands and North-based contracts and to ensure we can continue to scale up and reach more pupils across these regions.

Geographic expansion is a core pillar of our organisational strategy, given the stark educational attainment gaps in many areas outside London – so this is a critical role!

The Regional Programme Officer will be responsible for the management and overall delivery of their designated programmes. We are now scaling our programmes to reach nearly 1,000 pupils per year nationwide. This role will involve managing relationships with tutors, parents and clients as well as collecting qualitative and quantitative data to help measure the impact and build the success of the programme. This role is of crucial importance to Tutors United, as the Regional Programme Officer will lead on the delivery and evaluation of several programmes, manage key stakeholder relationships, including, tutors, parents, and clients; and contribute to the development of our tutoring programmes in our newer regions of delivery.

The Regional Programme Officer will ensure high levels of quality assurance, particularly among tutors working in their programmes so we achieve our intended outcomes. This is a multifaceted role, that will involve working across all key segments of the organisation to ensure we deliver the best possible results for our pupils.

We are looking for an individual who is enthusiastic about education and has strong stakeholder management skills and is familiar with either the Midlands or the Greater Manchester area. You should be able to adapt to the different forms of communication between clients, parents, tutors, and funders and have strong presentation skills. You will need to have brilliant project management skills and be comfortable working with data and using it to make informed decisions.

The Regional Programme Officer will embody our company values:



Family-focused: The Tutor Officer will champion the importance of parents and families in education and ensure all current and future programmes contribute to supporting families in participating in their child's education.



Bold: The Tutor Officer will embrace new ideas and approaches and take a creative approach to the development of TU's programmes.



Brilliant: The Tutor Officer will foster a culture of enthusiasm and excellence amongst their delivery team by leading with a positive attitude and driven mindset. All members of the team will be aware of their own performance expectations and will be given the support to do their best work.



Committed: The Tutor Officer will be motivated by a commitment to our mission, families, tutors, and the communities in which we operate. This means learning from our mistakes, making necessary connections, and continue to work towards excellence.

If you enjoy engaging your creative side, have exceptional people-skills and want to engage in strategy to contribute to the growth of a promising social enterprise, you will love it here!



Key Accountabilities

Programme management

- Developing, forward planning and kick-starting your allocated programmes within our key areas
- Managing administrative staff and tutors working in your programmes, ensuring tutors develop as a beneficiary but also deliver a quality service
- Ensuring all programme operations and curriculums are up to date, the correct pupils are being enrolled and your programmes are running efficiently
- Ensuring pupil numbers, attendance, progress and KPI's are being met across your programmes
- Managing relationships with parents and clients, engaging them in the programme and pupil progress to champion Tutors United
- Delivering high-quality pupil progress evenings, top-up tutor training sessions and socials in collaboration with the programme team
- Monitoring and assessing impact data for your programme to build pupil case studies and impact reports for key stakeholders
- Building and utilising networks to help deliver and drive the success of the programme

- Building effective impact reports and managing the end of programme reporting process, ensuring reports are delivered on time and to TU standards
- Kick-starting the contract renewals process and ensuring outputs and outcomes are delivered ahead of schedule to renew and grow contracts

Leadership

- Evaluating the programme and identifying areas of improvement – specifically improvements relating to content and quality-assurance processes
- Leading on special projects to enhance our offer to new and current clients
- Marketing the programme and contributing to new business development, renewing, and generating new contracts

Technical Competencies

- 'Can do' attitude
- Strong problem-solving and organisational skills
- Strong communication skills (written and verbal) with the ability to present at meetings and deliver training
- Strong stakeholder management and relationship building skills (internal and external)
- Excellent IT skills including Excel and use of word processing packages, including Microsoft Office
- Ability to evaluate and develop programmes
- Ability to identify, manage and minimise risks
- Ability to monitor and evaluate data to measure the social impact on key beneficiaries
- Knowledge of child protection and data protection
- Experience in developing networks and managing projects

Requirements

- Driven by our mission to use the power of tutoring to break down the barriers in education and enable every child to succeed
- Experience working within the education sector
 - Teaching experience (ideal)
 - Experience developing lessons (ideal)
- Experience managing young people in development programmes
- Passionate about education and the development of young people
- Experience working with young people (ideally ages 8-11) in a professional capacity (in a formal education environment or otherwise)
- Proactive, solutions orientated individual who is driven to succeed.





Encouraging Diversity

Representation and diverse opinions matter at Tutors United. We are eager to hear from individuals with lived experience of educational inequality or youth unemployment who may have valuable insight or skills to contribute to our mission. Having been founded by a young Black man, Tutors United has always been aware of the interplay between race and education. The same goes for the lack of representation in the charity and social enterprise sector, particularly among senior roles. We value those voices and insights here at Tutors United. Therefore, we strongly encourage applicants from underrepresented groups in the sector, including Black and Asian people and those with similar lived experiences to our beneficiaries.

Core Hours of Operation

Our core hours of operation are 10am-6pm, with our classes taking place on weekdays during term time between 4-6pm. While we strive to be as flexible as possible with our team and will always aim to adapt to individual circumstances, staff need to be online (either in the office or remotely) during class time to deal with any parent enquiries, support tutors, and respond to any potential safeguarding issues.

Benefits

The chosen Regional Programme Officer will benefit from 22 days of holiday and an additional two-week break during the Christmas holidays. We also have early finish Fridays during the school summer holidays. There is a flexible working environment and termly activity-based socials for tutors and staff to celebrate the hard work and achievements of the TU Team. We have a friendly, humorous team culture – so we hope you will be prepared to share your best jokes!

Location

Hybrid working (a mix of onsite/home working). The Regional Programme Officer will be expected to co-work with the Head of Region – Midlands & North in a Manchester city centre office 1 day per/fortnight and will also be expected to attend the Monthly Team Meeting at the TU London offices 1 day per month and reimbursement for reasonable hotel accommodation will be provided to cover expenses incurred.

How to Apply

To apply for the role, please **send your CV and cover letter to careers@tutorsunited.org along with an answer to the following question:**

How can Tutors United evidence the impact they have on young people in the UK?
(You may answer in any manner you wish!)

Closing Date for Applications: Monday 29th May at 5pm

Notification of Interview: No later than Wednesday 31st May

Interviews: Interviews will be held in person on Tuesday 6th June in a central Birmingham location

If you have any questions about this role, please email careers@tutorsunited.org

