



# TUTORS UNITED

**Job Title: Programme Officer**

**Salary: £24,000 - £29,000 per annum**

**Contract: 35 hours per week, two years fixed term (with the view to become permanent)**

**Location: London (with remote working)**

We envision a world where income doesn't affect education. So, we're on a mission to use the power of tutoring to smash the barriers in learning and enable every child to succeed. We are on the lookout for a Programme Officer to join us on this exciting journey!

## About Tutors United

We are an award-winning and rapidly evolving social enterprise, delivering confidence-boosting, attainment-raising group tutorials to some of Planet Earth'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 how much they can achieve 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 Programme Officer position available for an ambitious, dedicated, and proactive individual!

## Job Purpose

The Programme Officer will be responsible for the coordination and overall management of our programmes, which we are now scaling to reach nearly 1,000 pupils nationwide. This 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 Programme Officer will lead on the delivery and development of our new Family Learning Programme. Additionally, you will serve as the main point of contact for parents, tutors and clients and contribute to the development of our flagship Tutoring Young Residents programme. You will also work closely with our team of Programme Officers and the Head of Programmes to ensure the programmes achieve their intended outcomes.

We are looking for an individual who is enthusiastic about education and has strong stakeholder management skills. You should be able to adapt to the different forms of communication between clients, parents, tutors and funders and have strong presentation and training skills. You will need to have outstanding project management skills, enjoy engaging your creative side and have exceptional people-skills to lead on special projects that will strengthen and enhance our offer to our clients and stakeholders. You should be comfortable creating and working in line with strategies to enhance and scale programmes.

Want to see what kind of work you could be involved in? [Click here](#) to see our programmes in action!

## Key Accountabilities:

### Programme management

- Developing, forward planning and kick-starting your allocated programmes within our key boroughs
- Developing, managing, and delivering the Family Learning Programme (approximately two hours on Saturdays)
- Managing administrative staff and a group of tutors, ensuring tutors develop as a beneficiary but also deliver a quality service
- Ensuring the programme curriculum is up to date, and your programmes are running efficiently
- Ensuring data from stakeholders is accurate
- Managing relationships with parents and clients, engaging them in the programme to champion Tutors United
- Delivering high-quality parent evenings and top-up tutor training sessions and socials in collaboration with the programme team
- Building and utilising networks to help deliver and drive the success of the programme
- Monitoring and assessing impact data for your programme to build pupil case studies and impact reports for key stakeholders
- Building quarterly reports for the client contracts you will be managing

### 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)
- 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
- Excellent IT skills including Excel and use of word processing packages, including Microsoft Office
- 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)

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- Experience managing people
- 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

### Benefits

The chosen Programme Officer will benefit from 22 days of holiday and an additional two-week break during the Christmas holidays. There is a flexible working environment, your schedule will include working on Saturdays as part of delivering our Family Learning Programme. There are also 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!

### Diversity Statement

We are eager to hear from individuals with lived experience of educational inequality who may have valuable insights or skills to contribute to our mission. Representation and diverse opinions matter at Tutors United. Therefore, we strongly encourage applications from groups that are underrepresented in the sector, including males and Black and Asian people.

### How to apply

To apply for the role, please send your CV and cover letter to [careers@tutorsunited.org](mailto: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!)

Applications close at 11 pm on **Friday 25<sup>th</sup> September** and interviews will be held virtually on **Monday 5<sup>th</sup> October**. Shortlisted applicants will be contacted for interviews on Tuesday 29<sup>th</sup> September. Ideally, the chosen candidate will start by the week commencing 26<sup>th</sup> October - please indicate at the end of your cover letter if this timeline is suitable for you.

If you have any questions or would like further information, then please contact Alina Monaghan-Gibson on [Alina.monaghan@tutorsunited.org](mailto:Alina.monaghan@tutorsunited.org) or 07437176502 ☎