

The logo consists of the letters 'T' and 'U' in a stylized font. The 'T' is blue and the 'U' is yellow. They are positioned inside a light blue circular shape.The logo for Tutors United. 'TUTORS' is written in a bold, blue, sans-serif font. Below it, 'UNITED' is written in a yellow, sans-serif font, with each letter separated by a small gap.

**Job Title: Programme Officer**

**Salary: £25,000 - £29,000**

**Contract: Permanent, 35 hours per week**

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

**We want 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 per year 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 evaluation of a number of programmes, manage relationships with parents, tutors and clients; and contribute to the development of our flagship Tutoring Young Residents programme. You will also work closely with our programmes team 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 skills. You will need to have brilliant project management skills and be comfortable working with data and using it to make informed decisions.

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

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!

### Encouraging diversity

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

### Key Accountabilities:

#### Programme management

- Developing, forward planning and kick-starting your allocated programmes within our key boroughs
- Managing end of programme reporting process and leading on programme renewals
- 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
- Managing relationships with parents and clients, engaging them in the programme to champion Tutors United
- Delivering high-quality parent evenings, 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)
- 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

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## 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

Equality and diversity are central to the work of Tutors United. As such we are committed to ensuring that every employee, volunteer and sessional worker within the organisation is treated with dignity and respect. Representation and diverse opinions matter at Tutors United. Therefore, we strongly encourage applicants from groups that are underrepresented in the sector, including Black and Asian people and those with similar lived experiences to our beneficiaries.

## 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, with 'work from home days' and termly activity-based socials for tutors and staff to celebrate the hard work and achievements of the TU Team. We are an energetic, humorous team culture - so we hope you will be prepared to share your best jokes!

## 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 Monday 7<sup>th</sup> February** and interviews will be held on **Thursday 17<sup>th</sup> February**. Shortlisted applicants will be contacted for interviews by Thursday 10<sup>th</sup> February.

If you have any questions, please contact Alina Monaghan-Gibson at [Alina.Monaghan@tutorsunited.org](mailto:Alina.Monaghan@tutorsunited.org).



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