



**Recruitment Pack:
Interim Team Coordinator**

**12 Month Contract
Starting from September 2023**

www.shinetrust.org.uk

Welcome

Dear candidate,

Thank you for your interest in applying for the position of Team Co-ordinator at SHINE: Support and Help IN Education.

By way of background, SHINE was first established in 1999 by a group of committed philanthropists who wanted to help improve education for the most disadvantaged children. Since then, SHINE has invested more than £33 million in programmes which have benefited 1.4 million children from 20,000 schools.

Our vision is for all children to leave school with real choices in their future lives. We believe that children should be given the best possible chances in education, no matter what their backgrounds or starting points.

Our mission is to raise the attainment of children from disadvantaged backgrounds across the North of England. We do this by supporting innovations in education which have the potential to transform education outcomes for the most disadvantaged children.

SHINE acts as an early-stage adopter of promising new ideas. We help to test and scale up those programmes with the strongest potential. For its first 18 years, SHINE was based and focused in London, where education results for disadvantaged children have significantly improved.

In 2017, we relocated to Leeds to focus on improving outcomes for children in the North of England. We are now the only locally-based, specialist funder of education to cover the full geography of the Northern Powerhouse.

This is an exciting opportunity to join a very special charity at a critical time in its organisational history. As part of a small, energetic team, you will work directly alongside senior members of SHINE staff and play a key role in supporting SHINE.

The role would particularly suit someone who is meticulous with excellent attention to detail and the proven ability to get things done. You may be a born organiser who loves to get things in order. Whatever your background, you will be a reliable, self-motivated person with a strong commitment to the mission of SHINE.

Thank you, again, for your interest in the role. I look forward to reading your application.

Helen Rafferty
Interim Chief Executive

Job Description

Overall Objectives

- To provide core administrative and coordination support to the SHINE team.
- To ensure that SHINE efficiently and effectively awards, monitors and evaluates grants in keeping with its funding criteria and priorities.
- To assist with the administration and coordination of SHINE events and communications.
- To assist with SHINE's mission of helping economically disadvantaged children and young people raise their aspirations and broaden their horizons.
- To contribute to SHINE's aspiration to be a model of excellence in its grant-making and relationships with external stakeholders.

Responsibilities

- To support the grants application cycle for SHINE's school-based innovation work by fielding enquiries for funding, co-ordinating applications and feedback, producing papers for SHINE's grants cluster, and issuing grants paperwork to successful applicants.
- To support the running of SHINE's Let Teachers SHINE competition by co-ordinating enquiries and applications, organising shortlisting schedules and panel interviews, liaising with applicants on next steps and arrangements, and issuing grants paperwork to successful applicants.
- To co-ordinate SHINE's grant reporting processes by logging incoming reports and chasing outstanding reports as required by SHINE's Programme Managers.
- To ensure the consistency and support the development of SHINE's data collection processes for our grants and impact, including data held on our incoming application forms, Salesforce and SharePoint.
- To act as a central point of contact for aggregation of SHINE's data on our grants, applicants and impact, and produce relevant analysis to support internal discussion and decision-making, or report to external stakeholders as required.
- To co-ordinate and support with the administration of events, including researching venues, arranging refreshments, and coordinating RSVP information, ensuring this is recorded on SHINE's CRM system.
- To support Programme Managers with SHINE's Grantee Newsletter
- To support SHINE'S Senior Communications Manager on occasional school visits to create SHINE videos.
- To collate and analyse general engagement data on SHINE's website and social media channels, as well as for specific campaigns.
- To complete other co-ordination and administrative as required.

Person Specification

Experience	Essential / Desirable	Assessment
Administrative experience, including scheduling appointments, working with Microsoft Office packages and managing paperwork in a professional manner.	Essential	Application and interview
Experience in inputting and handling data.	Essential	Application and interview
Experience of using databases or CRM systems	Desirable	Application and interview
Coordination of small-scale events, including online.	Desirable	Application and interview
Competences		
Excellent organisation, administration and numerical skills, including strong skills in Excel, Word and Outlook.	Essential	Application and interview
A high level of attention to detail.	Essential	Application and interview
Building strong working relationships.	Essential	Application and interview
Abilities		
Using initiative, working autonomously in a mostly remote team, and managing own workload.	Essential	Application and interview
Willingness to learn new skills and approach unfamiliar tasks independently.	Essential	Application and interview
Working effectively and collaboratively as part of a small team.	Essential	Interview
Commitment to helping economically disadvantaged children and young people realise their full potential.	Essential	Interview
Flexibility		
Undertaking occasional tasks that are unrelated to the role, but are essential to furthering SHINE's overall objectives, as requested by SHINE's Senior Programme Manager.	Essential	Interview
Attending occasional meetings outside the office or outside normal working hours.	Desirable	Interview

Remuneration and benefits

Reporting to:	Interim Senior Programme Manager
Salary:	£27-29k Full Time Equivalent, based on experience
Timings:	Part time, 28 hours per week (Flexibly offered over 4-5 days)
Holiday entitlement:	28 days, Pro Rata
Location:	Option to be based remotely or work from a coworking space either in Central Leeds or closer to home. Requirement to travel to Leeds at least once per fortnight as well as occasional travel across the North.
Pension:	5% of salary into approved pension scheme

How to apply

Please email a full CV plus a covering letter (of no more than 2 sides of A4), clearly evidencing your skills and experience against the job description and person specification, to info@shinetrust.org.uk by midday on **Wednesday 19th July**.

Please note, applications which are submitted without a comprehensive covering letter will not be considered.

Shortlisted candidates will be contacted by the end of the day on **19th July** for interviews to take place on **Tuesday 25th July**.

Please visit www.shinetrust.org.uk for further information about our work.

No agencies please.