



Tutor Engagement Officer

Team Up is looking for a dynamic intern to recruit and support inspirational volunteer tutors to help transform the life chances of pupils from disadvantaged backgrounds.

Terms & Conditions

- Salary: £19,890 per annum.
- Start Date: August/September 2018.
- Working hours: Full time role c. 37.5 hours per week. This may involve up to 12 Saturdays per year, to be accounted for as time in lieu during the week.
- Contract length: 12 months.
- 25 days holiday, to be agreed with line manager.

About Team Up

Team Up uses tuition, delivered by inspirational students and professionals, to enable pupils from low income backgrounds to meaningfully increase their academic attainment in order to improve the choices open to them.

About the role

This is a demanding and exciting role for a multi-skilled individual looking to gain experience in marketing and project management. In this role you will be responsible for assisting in the recruitment of volunteers to take part in our tuition programmes, supporting the volunteers once they are placed, increasing the presence of the charity on university campuses and carrying out administrative tasks to enable the charity to run effectively.

Team Up is seeking someone with ambition, high expectations and attention to detail, keen to develop themselves in an environment that rewards entrepreneurship and accountability for results. If you are committed to making a difference to young people and to your own development, this is the role for you.

You will be joining a small team of staff in a fun and friendly environment where we work hard for the mission and for each other. We look forward to welcoming you on board.

Responsibilities

Marketing and Volunteer Support

- Corresponding with potential volunteers who have made enquiries through online volunteering platforms
- Presenting the Team Up opportunity to sixth form college students in assemblies and other settings
- Attending meetings with university volunteering departments, and helping to build relationships with university stakeholders
- Attending events at universities across London and recruiting student volunteers on campuses
- Assisting with the wider branding of the charity, including updating the website and maintaining social media channels
- Organising and delivering our mentoring programme for volunteers, where suitable career mentors are matched with volunteers to help support their own development

Screening and Volunteer Placement

- Hosting screening events for potential volunteers
- Assisting in the organisation and logistics of screening events
- Assisting in the placement and organisation of volunteers across our different school programmes
- Organising cover and replacements for absent or leaving volunteers

Administration

- Completing DBS checks for all volunteers
- Submitting the travel expenses of volunteers
- Entering and updating data on the charity's online database system, including work on Salesforce and Google Drive
- Dealing with general enquiries from volunteers and potential volunteers
- Reporting to external stakeholders, such as university volunteering departments, on the work and impact of groups of volunteers
- Assisting with administrative tasks to aid with programme delivery

Optional Extension Responsibilities

- Aiding the fundraising team in preparing and submitting bids for funding
- Assisting in the strengthening of current financial partnerships and developing new relationships
- Organising and attending enrichment trips for pupils to universities and companies, to give them an insight into future possibilities

Key Skills and Attributes

Candidates for this role will have the following skills and attributes:

Essential

- A strong academic record
- Excellent organisational skills
- Desire to own and manage responsibility for achieving organisational goals
- Confidence working with external stakeholders and young people
- An interest in marketing and branding
- Experience working in a team to solve problems
- Strong interpersonal skills

Desirable

- Experience organising and delivering projects and events
- Experience in forming or maintaining relationships with stakeholders
- Experience in public speaking

Application process

Applications will be screened on a rolling basis and interviews will be held on the week commencing 6th August.

If you would like to apply for the role, please send a cover letter explaining how you feel you fit the requirements of the role, alongside your CV, to recruitment@teamup.org.uk.