

Role: Communications & Operations Officer

Salary scale: Band G: £22,029 - £24,433 (FTE £23,866 - £26,470)
Hours p/wk: 37 (Term Time + 3 weeks)
Job Reference: LFA022019
Application Deadline: 15th March 2019, 4.00pm

Learners First, a successful Teaching School partnership based in South Yorkshire, is looking to recruit to a new and exciting 'Communications and Operations Officer' position within the team. This new role will be challenging yet rewarding and will require the successful individual to undertake their duties to a high level across all aspects of the organisation. The role will be on a permanent (term time + 3 weeks) contract.

Due to significant growth, recent national accreditations and the award of several new contracts, we are seeking an enthusiastic, talented and reliable individual to join this vibrant and forward thinking organisation. The successful individual will be able to create and implement effective communication strategies on behalf of Learners First designed to further promote the opportunities offered by the organisation, increase engagement amongst existing and new stakeholders, celebrate achievements and support interactions across the local, regional and national education system within which we operate. The Communications and Operations Officer will support both our internal and external communications strategy, be responsible for writing and disseminating engaging materials tailored to various audiences and developing our social media presence. Educated to degree level, the successful individual should be creative, able to work confidently and independently, possess excellent interpersonal skills and work well with a team environment. Experience of working within the communications sector and skills related to digital marketing, social media and website development would be highly desirable.

The successful individual will be an excellent communicator, organised, and thrive under pressure. They will be required to meet tight deadlines, be resourceful and approach their work with a positive 'can-do' attitude and a good sense of humour. The ability to form good working relationships with schools and their leaders, be solution focussed and liaise confidently with a wide range of people whilst maintaining confidentiality are all fundamental aspects of the role. A flexible approach to work, excellent ICT skills and an extremely strong command of the English language (spoken and written) are prerequisites. The successful candidate will also have a keen eye for detail, be able to produce work of the highest quality, and importantly, display a high level of commitment to the role and the endeavours of the organisation.

It is an exciting time to join the Learners First team and applications are welcomed from individuals who have a keen interest in working within the education sector and contributing to improving the outcomes and wider life chances of children and young people.

Completed applications should be returned to:

David Ashmore
Business Director
Learners First Schools Partnership

Communications and Operations Officer

Main Purpose:

To create and implement an effective communication strategy for Learners First Schools Partnership which effectively promotes the opportunities offered by the organisation, increases engagement amongst existing and new stakeholders, celebrate achievements and further supports interactions across the local, regional and national education system within which we operate.

Key Responsibilities:

Due to the nature of this new role, the responsibilities and duties outlined below may be subject to change but key areas are likely to include:

- Ensure the effective delivery of the Learners First Communication Strategy which connects to and supports all aspects of the business.
- Through the development and dissemination of high quality material, successfully promote the work of Learners First to a high standard at a local, regional and national level to encourage connectivity and engagement within and beyond existing networks.
- Support the collation and production of high quality written materials and documentation for both internal and external stakeholders in a timely manner.
- Liaise with a wide range of teachers, leaders and professionals across a variety of schools and settings to widen participation and to encourage and increase positive engagement with the work of Learners First activities. This will include establishing links with new and existing leaders as well as developing professional relationships with other key stakeholders such as Universities, Teaching School Alliances, Research Schools, and the DfE.
- Support the promotion and dissemination of Learners First aims, ambitions and opportunities through the development of effective written communications, social media content creation and website material.
- Ensure all marketing and written material is produced to a high standard and is consistently aligned to and compliant with Learners First core stylistics.
- Work with other team members to analyse data and identify target audiences and create tailored strategies to effectively engage them.
- Write, edit, and distribute content, including publications, press releases, website content, annual reports, and other marketing material that communicates Learners First's activities, products and/or services.
- Seek new opportunities to enhance the reputation and reach of Learners First
- Maintain up to date contact details and distribution records which are fully GDPR compliant
- As required, collate and present relevant engagement metrics and evaluate the success of the marketing and communications strategies deployed.
- As require, other duties commensurate with the scope and paygrade of this role.

Person Specification:

Applications to the Communications and Operations Officer role are invited from individuals who can demonstrate:

- A proven track record of the development and implementation of excellent communication strategies.
- Excellent organisational, written and verbal communication with the creative ability to inspire and engage others through the production of high quality materials and literature.
- An extremely high command of the English language with the ability to tailor communications for specific target audiences.
- Experience of working with a wide range of schools, settings and leaders across the education sector. An understanding and appreciation of the challenges facing Teaching School Alliances and schools with which they work would also be desirable.
- Excellent time management skills, the ability to work flexibly and meet tight deadlines.
- Knowledge of digital marketing (such as email marketing), electronic newsletter production, social media and website content development.
- Good analytical and critical thinking skills with the ability to exercise good judgement and solve problems independently.
- Humility, a positive 'can-do' attitude with a good sense of humour
- Educated to at least degree level with at least two years' work experience in a related field.
- Proficient in the use of Microsoft Office and social media platforms.
- A passion for working within the state school education sector and improving the outcomes of the children and young people it serves.