

Job Description: Trust Project Coordinator

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Main purpose

The successful candidate will be responsible for multiple project areas, examples of which include but are not limited to the following.

- To undertake the procurement of goods and services on behalf of the Trust ensuring that value for money is at the core of every purchasing decision.
- To oversee and manage our recruitment activities, working collaboratively and proactively with our Trust/School Leaders and the HR Team, to ensure an excellent experience and service is provided for both candidates and our stakeholders.
- To review, update, and implement new processes and procedures to deliver timely and seamless recruitment campaigns, they will support with the development of talent identification and attraction, promoting opportunities within our Trust.
- To play a crucial part in ensuring the smooth operation of the trust by undertaking financial and administrative tasks, maintaining records, coordinating communication, and supporting various activities within the central team.
- To support the mobilisation of new schools joining the Trust.
- To support the Commercial Manager with marketing and social media campaigns.

Procurement

- To provide effective purchasing and procurement services for the Trust and contribute to the development and implementation of the Trust's procurement strategy, using DfE frameworks or local consortiums in line with the Trust's procurement policy, as appropriate.
- To undertake all aspects of procurement activities in line with the procurement policy to ensure the achievement of the Trust's procurement strategy, fulfilling the on-going requirements of the Trust and complying with procurement guidelines.
- To negotiate, manage and monitor contract, tenders, and agreements for the provision of services and products with a view to cost effectiveness and value for money, utilising DfE framework agreements as appropriate, in line with the Scheme of Delegation (SoD), whilst ensuring that the Internal Financial Regulations Manual and Trust policies and procedures are adhered to.
- To maintain the Trust's contract, register to accurately record the status of all contracts held and review these schedules for renewal to support the Trusts strategic priorities.
- To develop template documents and guidelines for the Trust to use and incorporate changes in line with legislation and national procurement initiatives in a timely manner.

- To develop strategies to ensure cost savings and supplier performance targets are met or exceeded.
- To facilitate contract monitoring meetings with key suppliers and Trust staff (post contract award).
- To forecast levels of demand for services and products and conduct research to source the best products and suppliers in terms of best value, delivery schedules and quality.
- To review all contract terms and conditions, including General Data Protection Regulations and Safeguarding, to ensure the products and services are appropriate for the Trust, including the negotiation of new contract terms if required.
- To provide procurement advice and interpretation to guidelines and legislation to staff and schools in the Trust to ensure they meet all legal obligations.
- To analyse the levels of spend across the Trust and identify areas for savings and efficiencies.
- To benchmark against comparable organisations in both the public and private sectors on a range of effective performance metrics to enable value for money, good practice, and continuous improvements in the Trust.
- To prepare reports and statistical information as required and make recommendations to support the Trust to make decisions on future Trust priorities and requirements.
- To build and maintain good relationships with new and existing suppliers.
- To assist staff and schools in the Trust in writing contract terms that incorporate value for money principles.
- To provide staff training and information about procurement to improve procurement processes across the Trust.
- To undertake projects and initiatives as directed by the Chief Operations Officer to support the work of the Trust Central Service Team.
- To source and work with intermediary brokers where applicable when tendering contracts or renewals.
- To develop ordering and purchasing systems to improve efficiency across the Trust.
- To keep up to date with trends, innovations, and regulations.

Recruitment

- Develop relationships with headteachers and the Trust management team to build awareness of their hiring needs, and job specifications
- Write and post job descriptions on relevant platforms, especially social media
- To utilise knowledge of multiple recruiting sources and execute innovative strategies to find quality candidates
- To screen application forms and manage candidates throughout the hiring process.
- To maintain database of candidate records, including active and passive prospects, hired, and fired employees, and other designations, supporting school administration officers with the use of applicant tracking systems.

Finance and General administration

- To provide comprehensive administrative support to the Trust team, including managing correspondence, drafting, and proofreading documents, preparing reports, and maintaining accurate records.

- To facilitate effective communication across the Trust by distributing information, responding to queries, and coordinating meetings and events.
- To establish and maintain efficient record-keeping systems, ensuring that documents, files, and databases are up to date, confidential, and easily accessible.
- To undertake data management activities, including data entry, data analysis, and preparation of statistical reports as required.
- To organise and coordinate meetings, including preparing agendas, collating, and distributing materials, taking minutes, and following up on action points.
- To collaborate with various stakeholders, including school leaders, trustees, parents, and external partners, to support effective communication and relationship management.
- To identify opportunities to streamline administrative processes, propose and implement improvements, and contribute to the overall efficiency and effectiveness of the central team.
- To undertake additional tasks and projects as assigned by the Chief Operations Officer, providing flexibility and support as required.
- To ensure compliance with relevant policies, procedures, and legal requirements, particularly regarding data protection, safeguarding, and confidentiality.

Trust Policy and Procedure administration

- In line with statutory requirements and in accordance with the Scheme of Delegation, review, draft and work with the Senior Management team and Trust Board to ratify and publish Trust policies and procedures.

Data Protection Administrator (DPA)

- To advise school leaders and staff about their data obligations
- To monitor compliance
- To conduct regular data audits
- To develop and update data protection policies and procedures
- To monitor who in the Trust/schools has access to personal data
- To advise when data protection impact assessments are needed
- To answer data protection enquiries from staff, parents, and pupils
- To make sure privacy notices are regularly reviewed and updated
- To support and advise staff who have data protection queries
- To make sure all assets containing personal data are appropriately managed and secure

Written communication

- To write and send email responses that are professional and uphold the Trust's vision and values.
- To update and distribute online and offline communications (e.g., letters, newsletters, social media posts etc.) to stakeholders.
- To work in conjunction with Commercial Manger and schools with marketing and promoting the Trust upon social media platforms including Facebook, LinkedIn, and Twitter.
- To update and maintain the Trust website, ensuring statutory compliance.

Safeguarding

- To safeguard and promote the welfare of children and young people and follow Trust policies and the Trust code of conduct.

Other areas of responsibility

- To read and follow the relevant Trust policies.
- To undertake training required to develop in the role.
- To ensure all duties and responsibilities are undertaken in line with the Trust's health and safety policy.
- To temporarily support the mobilisation of new schools, as required by the COO.

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.

Person specification

CRITERIA	QUALITIES
Qualifications and training	Essential <ul style="list-style-type: none">• Good standard of basic education including Maths and English GCSE or equivalent• Procurement and contract management experience• Recruitment experience within an educational setting, preferably in SEN schools Desirable <ul style="list-style-type: none">• Business degree or other relevant degree or professional qualification or qualification via relevant experience• CIPS qualification and membership• Safer recruitment training

Experience knowledge and skills	<p>Essential</p> <ul style="list-style-type: none"> • Excellent people skills, able to communicate effectively with a range of audiences • Strong negotiation skills • Ability to work and influence at all levels within and outside the organisation and a recognition of professional boundaries • Ability to form sound relationships with staff and the wider school community • Ability to motivate self and others • Excellent verbal, written and communication skills • Excellent organisational skills and the ability to continuously prioritise own workload • Ability to work under pressure and to meet deadlines • Ability to produce a range of reports and statistical information • Good IT skills, to include MS word and Excel • Ability to work flexibly and use own initiative to achieve objectives • Ability to seek out, manage and influence opportunities for continuous improvement and change • Up-to-date knowledge and understanding of the General Data Protection Regulation 2018 and equality and diversity • Up-to-date knowledge and understanding of the current KCSIE Regulations in relation to safeguarding • Safer recruitment knowledge and experience • Familiarity with job boards and computer systems designed specifically for HR <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working within an education setting, especially within a procurement role • Experience of working within recruitment or HR, especially within an education setting • Knowledge of Public Contract Regulation 2015 and EU procurement rules, tendering processes, and contract management, preferably gained in a school or public sector setting • Experience of PSF software • Proven record of contract negotiation skills in a medium to large organisation • Project management skills
Values and Personal Competencies	<p>Essential</p> <ul style="list-style-type: none"> • Excellent people skills • Energy and enthusiasm • Tact and diplomacy • Self-motivation, initiative, and the ability to question • Excellent organisational skills • Sense of humour <p>Desirable</p> <ul style="list-style-type: none"> • Strong adaptability to change and development • Committed to the values and vision of the Trust • Team focused with the ability to work independently and take initiative • Committed to equality, diversity, and inclusion • Strong morals, ethics, and sound judgement • A role model of the Trust's Values

Last review date: May 2024

Next review date: May 2025

Line manager's signature:

Date: