

## Job Description

<b>Job Title:</b>	LA Support Coordinator
<b>Group:</b>	UK
<b>Dept/Project/Service:</b>	UK Education Services
<b>Reports to:</b>	Lead Local Authority Support Manager
<b>Responsible for:</b>	N/a
<b>Usual office base:</b>	Reading, with flexibility for remote working
<b>Grade:</b>	7

### Job Purpose:

To provide coordination and support to the Local Authority (LA) Support Team, and in turn help contribute to successful relationship between the programme and the LAs participating in the Early Years (EY) Programme. The post-holder will be responsible for ensuring the Lead and LA Support Managers are provided with data as well as practical support in managing their portfolio of LAs. The role will require liaison with a wide range of stakeholders and the role holder may be required to provide second line support to LA Leads in the temporary absence of the Lead or LA Support Managers.

### Job Objectives:

1. Develop an in-depth knowledge of the programme and the support required from LAs.
2. Cultivate effective relationships with LAs to promote the programme and to support recruitment and retention targets of the LA Support Managers.
3. Support the Lead and LA Support Managers to use programme data and analysis to pinpoint LAs where uptake is low.

4. Own and manage the LA Support team Inbox and undertake diary management and organise meetings, attending as appropriate to take minutes, log actions etc.
5. Maintain trackers to monitor recruitment progress so that the Lead LA Support Manager can regularly update the programme team on LA inputs and activities and provide support in reporting progress to the DfE.
6. Work with the EYP Learning Coordinators to ensure any data collection requirements are communicated clearly to the LAs.
7. Work with current LA Support Managers on the programme to ensure consistency of approach and provide them with support where required.
8. Assist the Assistant Project Manager in the development of project plans and milestone charts and liaise with the project team to ensure progress against deliverables and highlight any issues to the Assistant Project Manager.
9. Assist the Assistant Project Manager in the identification of risk and issues; updating and maintaining project AIRAD (Action, Issue, Risk and Decision) logs and other documentation as required by the Assistant Project Manager.

## **Person Specification:**

### **Knowledge**

#### Essential:

- » A good knowledge and understanding of project management tools and techniques
- » Familiarity with, and understanding of, the roles key stakeholders play in the implementation of a programme

#### Desirable

- » Prince 2 trained at Foundation Level

### **Experience**

#### Essential:

- » Proven successful experience in a project coordination role, including preparation of project plans, risk and issues logs and management of project action plans
- » Evidence of having operated in a pressurised environment

- » Experience of working on multiple projects and tasks
- » Evidence of monitoring work to ensure its quality and acting to correct problems as they arise

Desirable

- » Experience of working with LAs
- » Experience of working with large-scale national educational / childcare initiatives

**Skills**

Essential:

- » Ability to manage and analyse project data
- » Ability to use initiative, demonstrating commitment and flexibility
- » Very strong stakeholder liaison and interpersonal skills with the ability to work collaboratively in cross-functional teams at every level across the organisation and with a wide range of external stakeholders
- » Ability to prioritise workload and work to deadlines
- » Well-developed written communication skills
- » Good team worker
- » Excellent IT skills - accurate word processing and expertise in using MS Office applications, including MS PowerPoint
- » Excellent planning and organisational skills
- » Concern for detail to ensure the accuracy of information

**Competency Band:** 4

**Key competencies for the role:**

<b>Our Values</b>	<b>Key Competency 1</b>	<b>Key Competency 2</b>
<b>Excellence</b> – creating and leading success	Delivering excellent service	Creating and innovating
<b>Integrity</b> – supporting and building trust	Following through responsibilities	Communicating with impact and empathy
<b>Accountability</b> – delivering and improving	Continually improving	Developing self and others
<b>Collaboration</b> – engaging and partnering	Building effective relationships	Sharing knowledge with others

**Job Family:** Programme & Project Management / Project Delivery

***Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with***

***around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK's Disclosure & Barring Service.***

***Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.***