Job Description

Luminate
EDUCATION GROUP

Organisation:	Luminate Education Group
Primary Organisation Supported *(only use this field for LEG service member of staff)*	Harrogate College
Core Job Role:	Performance and Projects Co-ordinator to the Principal of Harrogate College
Job Title:	Performance and Projects Co-ordinator
Reports to:	Principal Harrogate College
Grade	E
Date of compilation:	September 2023

ROLE SUMMARY:

SPECIFIC ROLE RESPONSIBILITIES:

1. Establishing and overseeing processes for monitoring and reporting of performance in all aspects of the College including, student progress, attendance, stakeholder engagement.

2. Undertake research, gather and present information and performance data to support a high performing college.

3. Co-ordinate and deliver priorities and projects including, but not limited to, college income, stakeholder engagement, student achievement and progression and staff wellbeing.

4. Analyse and utilise a range of information and performance data, to produce reports that inform strategies for improvement.

5. Co-ordinate large scale college events including, but not limited to, stakeholder events, open nights, taster days and student and staff celebrations.

6. Working with the Principal and Directors to promote a learning culture and development activities for staff and co-ordinate events and training.

7. Contribute to the business and team planning and performance review processes.

8. Collect and present information and data required by Directors for review meetings.

9. Develop relationships with external stakeholders which add value to the College experience and ensure that initiatives are responsive to current national policy changes, exemplifying best practice

10. Promote the achievement of external standards, quality awards and student or staff nominations for excellence.

11. Drive College improvements to ensure excellent student experience and high standards of retention, achievement and attendance

12. Produce reports, in the college writing style, as required

13. Produce the college business calendar, communications and annual publications

14. Co-ordinate procurement for the Principal and limited orders and purchasing, complying with college financial regulations

15. Develop and line manage, and act as a coach and mentor to other colleagues as required

16. Updating of college information systems and/or equivalent Google documentation.

17. Represent and raise the profile of the College with stakeholders as required.

CORE RESPONSIBILITIES:

1. Coordinate business and support operations linked to ensuring the effective running of the College.

2. Manage the administrative requirements for the Principal of Harrogate College, including servicing of strategic and management meetings.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.

- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.

- Comply with all relevant policies and procedures.

- Act with honesty and integrity to maintain high standards of ethics and professional standards.

- Use and promote restorative practice approaches.

- Comply with all legislative and regulatory requirements.

- Promote a positive image of the Luminate Education Group and member organisations.

- Any other duties commensurate with the level of the post, which may be required from time to time.

- Embody our Organisational Culture:

Few rules & clear boundaries
The ability to be creative, within areas of focus.

Ownership & performance
Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Creative & reflective

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition
Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive
Proactively seeking opportunities to create synergies and positive outcomes for all.

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Person Specification

Job Title:	Performance and Projects Co-ordinator
Department	Harrogate College

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Q1. Level 2 (or above) in English & maths	A / C
E	Q2. Appropriate professional qualification or portfolio demonstrating significant experience of service delivery eg. Project/Data Management	A / C
D	Q3. Appropriate degree level qualification which can be applied to the role.	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. Knowledge of and competence in IT in a business / educational context eg. Microsoft applications including Excel, Outlook and experience with Google applications eg. Docs, Sheets, Forms, Slides	A / I / T
E	EK2. Experience in using electronic individual learning plans and student record systems to track, monitor and report on student progress	A / I / T

E	EK3. Experience of financial and management information systems	A / I
E	EK4. Experience of working and promoting collaboration in complex organisations to break down silo or insular working practices	A / I
E	EK5. Experience of influencing and supporting others to review progress and achieve improved outcomes	I
E	EK6. Ability to coordinate multiple projects in parallel and to deliver projects within tight deadlines and experience of using project management methodologies	A / I
D	EK7. Supervisory experience and knowledge of how to effectively apply management theory to enhance performance	I
E	EK8. Experience of organising and coordinating events/activities	A

Skills and Competencies

Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to create, implement and utilise information systems to enhance service delivery eg. using Google, ProSolution, Pro Achieve, ProObserve and other products	A / I
E	SC2. Ability to relate to students and staff, and communicate effectively at all levels and with internal and external stakeholders, whether orally or in writing	A / I / T
E	SC3. Ability to question and challenge established procedures and policies to deliver the best possible outcome	A / I
E	SC4. Ability to demonstrate objectivity in decision-making and the reporting progress	A / I
E	SC5. Ability to manage and monitor multiple projects and action plans, with changing requirements and short deadlines	A / I / T
E	SC6. Ability to build effective working relationships, within and across teams, to plan for and deliver long-term solutions	A / I
E	SC7. Ability to analyse and interpret data, producing reports on progress against outcomes	A / I / T

Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC8. Proven ability to utilise a solutions-focused approach to positively impact on performance	A / I / T
E	SC9. Ability to communicate with students and staff verbally and using social media, digital and written communications	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I