

Job Description

Job Title: Inspire/Aspire Coordinator

Line Manager: Events and Outreach Lead

Job Requirement: Full Time, Term Time only

Key Purpose of the Role

As Inspire/Aspire coordinator you will coordinate the activities of the College's Inspire programme (supporting our disadvantaged students) and our Aspire programme (supporting students to succeed when applying to the most competitive destinations). You will be a key part of our programmes to ensure that we level up our disadvantaged students and support all of our students to aim high. The Inspire/Aspire coordinator will support the Events and Outreach Lead to deliver administration support to the Inspire/Aspire teams across the College.

The Inspire/Aspire coordinator will contribute to the Prospect Trust's (TPT) strategic objectives by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

Key Responsibilities

1. Provide general administrative support to the Inspire and Aspire teams;
2. Working with the trips coordinator to support trips;
3. Plan, coordinate and support the programme of guest speakers and events;
4. Coordinate mentoring activities for students;
5. Provide support to the school liaison programme by working with relevant partner schools;
6. Collate information about students eligible for different College programmes and track their progress;
7. Support the administration of work experience opportunities for our disadvantaged students;
8. Support the administration of external super curricular competitions;
9. Build and maintain our College alumni network;
10. Work with staff to arrange mock interviews for students and support students completing online interviews in College;
11. Develop and support the creation of marketing materials to promote the work of the Aspire and Inspire programmes, working with the Executive Office;

12. Work alongside the Executive Office Team, coordinating key communications for staff, students and parents;
13. To support the Events and Outreach Lead in the administration and coordination of careers events outside of normal working hours, attending when required. When attending such events, working hours may be adjusted or TOIL claimed;
14. All staff have a shared responsibility to actively promote inclusion, fostering an environment where every individual feels valued, respected, and supported in their learning and development. This includes identifying and removing barriers to participation and learning, so that ALL students can achieve and thrive;
15. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

Person Specification

We are looking for an individual who is passionate about helping students reach their full potential. The ideal candidate will have:

Qualifications

- A good standard of general education to A Level or equivalent (a minimum of 5 GCSEs A* - C or 9 - 4 (or equivalent) to include Maths and English)

Significant and proven experience in the following areas:

- Previous experience of working with young people
- Coordinating multiple tasks with conflicting priorities and timescales
- Accurately maintaining and monitoring information
- Building positive working relationships with multiple customers and colleagues
- Administration associated with working in a busy office

Personal Qualities and Skills

- Strong interpersonal skills with the ability to engage with employers
- Ability to build rapport with others in order to foster positive working relationships
- Ability to prioritise conflicting demands in order to meet deadlines
- A 'can do' attitude
- Ability to work independently and as part of a diverse team
- Resilient, calm and able to work under pressure
- High professional standards and personal integrity in order to maintain confidentiality
- Strong IT skills, particularly Microsoft office, social media and Google platforms.

Desirable

- Extended period of working in a College or School setting
- Experience and/or understanding of the FE sector;