**Job title:** Partnerships Administrator

**Location:** Mostly home-based, able to commute into London occasionally

**Hours:** 9am - 3pm, Monday – Friday (term time only)

**Salary:** £15,000 per annum, including holiday payment

**About Governors for Schools**

We’re a national education charity with the ambition of making sure every school in England and Wales has excellent governance which drives improved outcomes for all children and young people. For over 20 years, we’ve been finding, placing, and supporting skilled volunteers as

governors and trustees on school and academy boards.

**About the role**

The successful candidate will be a vital part of our organisation, supporting our regional Partnerships Managers as an administrator. You’ll work closely with our small team placing volunteers onto school governing boards to make sure we meet our targets.

Predominantly based remotely, you will work automatously to ensure that the relationships between partner organisations, schools, volunteers and Partnerships Managers in the South East, South West and the East are maintained with first class administration. We expect the successful candidate to work in our London Bridge office (restrictions allowing) around two days per month.

You’ll be working directly with schools and volunteers, providing a first line of communication and excellent customer service. You’ll update the CRM (Microsoft Dynamics) to ensure all parties are up to date on progress.

**Each day you’ll be:**

* Working closely with the Senior Partnerships Manager for the South to identify areas of need and work priorities
* Supporting the Partnerships Managers for the South West and East with work priorities
* Engaging with schools, local authorities (LAs) and multi academy trusts (MATs) to identify vacancies on governing boards in key areas
* Developing effective working relationships with schools, LAs and MATs
* Reaching out to potential volunteers to engage their interest in school governance
* Keeping in contact with volunteers by phone to ensure they’re motivated to complete their applications
* Advertising school governor vacancies on relevant job/volunteer boards
* Doing general administrative tasks to promote and maintain the programme of work to recruit and place governors
* Keeping the CRM (Microsoft Dynamics) up to date so that we can track a volunteer’s progress throughout the process

**About you**

The successful applicant will have a proven track record of working autonomously, be self-motivated and able to prioritise their own workload. Working from home the majority of the time, you’ll be able to work independently towards achieving set goals and have excellent organisational skills.

Good administration skills are required. Knowledge of CRM databases, MS Word, Excel, and Outlook is essential.

You’ll have excellent customer service skills and have the ability to communicate well. You’ll feel comfortable keeping in touch with people to foster strong relationships via email and telephone.

The person we are looking for will have a passion for education, and be able to consistently demonstrate the charity’s key values in excellence, integrity, collaboration and pioneering.

You will have a ‘can do’ attitude and be happy working with the wider team to meet the charity’s objectives.

**You should apply if:**

* You have a passion for supporting school improvement
* You have administrative experience and the ability to manage a range of daily tasks effectively, prioritising and multi-tasking as needed
* You can demonstrate experience of working autonomously
* You have proven customer service experience
* You’re an excellent communicator, including telephone manner and the ability to handle large numbers of email queries efficiently
* You have experience of using a CRM database, MS Word, Excel, and Outlook

**Benefits**

You’ll have the opportunity to join like-minded individuals in an industry leading charity. We can offer flexible working arrangements and the opportunity to work in a small, dynamic team.  Membership with HEKA, a fitness and wellness benefit is also available.

**If this is the role you are looking for and want to apply, please send your CV and a covering letter to eleanor.horswill@governorsforschools.org.uk**