

Student Programmes Coordinator

JOB DESCRIPTION			
Job title	Student Programmes Coordinator	Department	Education
Job holder	Permanent	Reports to	Programme Head, Nuffield Research Placements
Job type	Full time	Date created/amended	April 2019
Job aim Working relationships	<p>The main purpose of the post is to assist in all aspects of the delivery of the Nuffield Foundation (NF) Student Programmes, with a particular focus on the Nuffield Research Placements (NRP). Whilst the role is varied in nature, there is a strong emphasis on system management and data analysis.</p> <p>This role involves day-to-day communication with a network of coordinators from across the UK, and some liaison with the wider Grants and Programme Operation Team.</p>		
Responsibilities			
1. Network and Data management			
	<ul style="list-style-type: none"> • Coordinating and monitoring regular contact with Coordinators (16 currently). • Daily management of the Student Application and Database System, including resolving operational and technical issues and reporting problems to developers. • Manipulating and reporting on qualitative and quantitative data for annual reports, Trustee updates and communication/policy purposes. • Coordinating and monitoring regular contact with stakeholders (such as students, academics, partner organisations such as co-founders, and universities). • Monitoring partnership agreements for the scheme. • Training new and existing users on the Student Application and Database system and responding to enquiries • Sourcing and using large databases and datasets (e.g. using SPSS or other appropriate programmes) on UK schools to keep our tracking/application systems up to date. • Modelling student allocations using relevant datasets. • Designing and disseminating surveys via online application software. • Ensuring that the Student Application and Database system operates within GDPR guidelines. 		
2. Communications/marketing			

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	<ul style="list-style-type: none"> • Coordinating and monitoring regular contact and feedback with students and alumni by newsletters, meetings etc. • Maintaining and updating existing communication activities, including printed materials, updating Nuffield Foundation website and social media platforms. • Organise and undertake mail-shots. • Drafting communications materials including writing weekly updates for Coordinator network. • Support with organisation and facilitation of meetings with all NRP Coordinators (twice a year) and other meetings on an ad- hoc basis • Representing Student Programmes and the Foundation externally at events and conferences (e.g. Big Bang Competition, placement/school visits, celebration events, student conferences).
<h3>3. Reporting/monitoring</h3>	
	<ul style="list-style-type: none"> • Drafting co-funder, Student Programme and NF Trustee updates. • Draft letters and contracts, setting documents into templates. • Supporting the smooth running of the longitudinal study of the Nuffield Research Placement Programme including supporting Advisory Groups and related research activities. • Analysing feedback from applicants and participants of the Programme (e.g. students, teachers and project supervisors). • Ad-hoc reports for existing and potential partners of the Programme.
<h3>4. Financial support</h3>	
	<ul style="list-style-type: none"> • Working with the Head of Programme and Finance team to support financial reconciliation. • Processing invoices for payments. • Working with the NRP Coordinators to assess students' travel and bursary payments for each region. Monitoring and recording expenditure (i.e. updating the Programme payment log). • Contributing to the modelling of the Programme's budget for planning purposes. • Reviewing payment approaches to contribute to greater efficiency in this area of our work.

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Person specification
Experience (E – essential; D – desirable)
Considerable relevant project and processes administration (E).
Highly Effective at handling and interpreting data (E).
Experience of working with and troubleshooting databases and digital platforms (E).
Experience of communicating effectively in different media and with a range of audiences (E).
Liaising and maintaining relationships with Coordinators and a range of external key stakeholders (e.g. external delivery partners – including academics, consultants, freelancers, subcontractors) (E).
A degree or equivalent professional experience (E).
Good working knowledge of the schools' sector in the UK (or similar) (D).
Experience of using statistical analysis software (e.g. SPSS and Excel) (HD)
Experience of administering and monitoring budgets (D).
Experience of systems development (D)
Knowledge and Skills (E – essential; D – desirable)
Excellent administration and time management skills (E).
Excellent numeracy skills (E).
An ability to communicate well, both orally and in writing, and to draft correspondence without supervision (E).
Ability to deal effectively and appropriately assertively with challenge
Confident data handling and manipulation skills (including cleaning and combining datasets) (E).
Confident IT skills, particularly with Microsoft Excel (intermediate or advanced), but also with other Microsoft Office programmes (e.g. Advanced Word), databases, content management systems, and online software such as Survey Monkey, and a willingness to develop and upgrade IT skills as needed (E).
An ability to work to a high level of accuracy (E).
Knowledge of design packages such as Adobe InDesign and Photoshop (D).
Knowledge of the GDPR guidelines 2018 (D).
Practiced problem solving skills (data, systems and communications based).