JOB DESCRIPTION

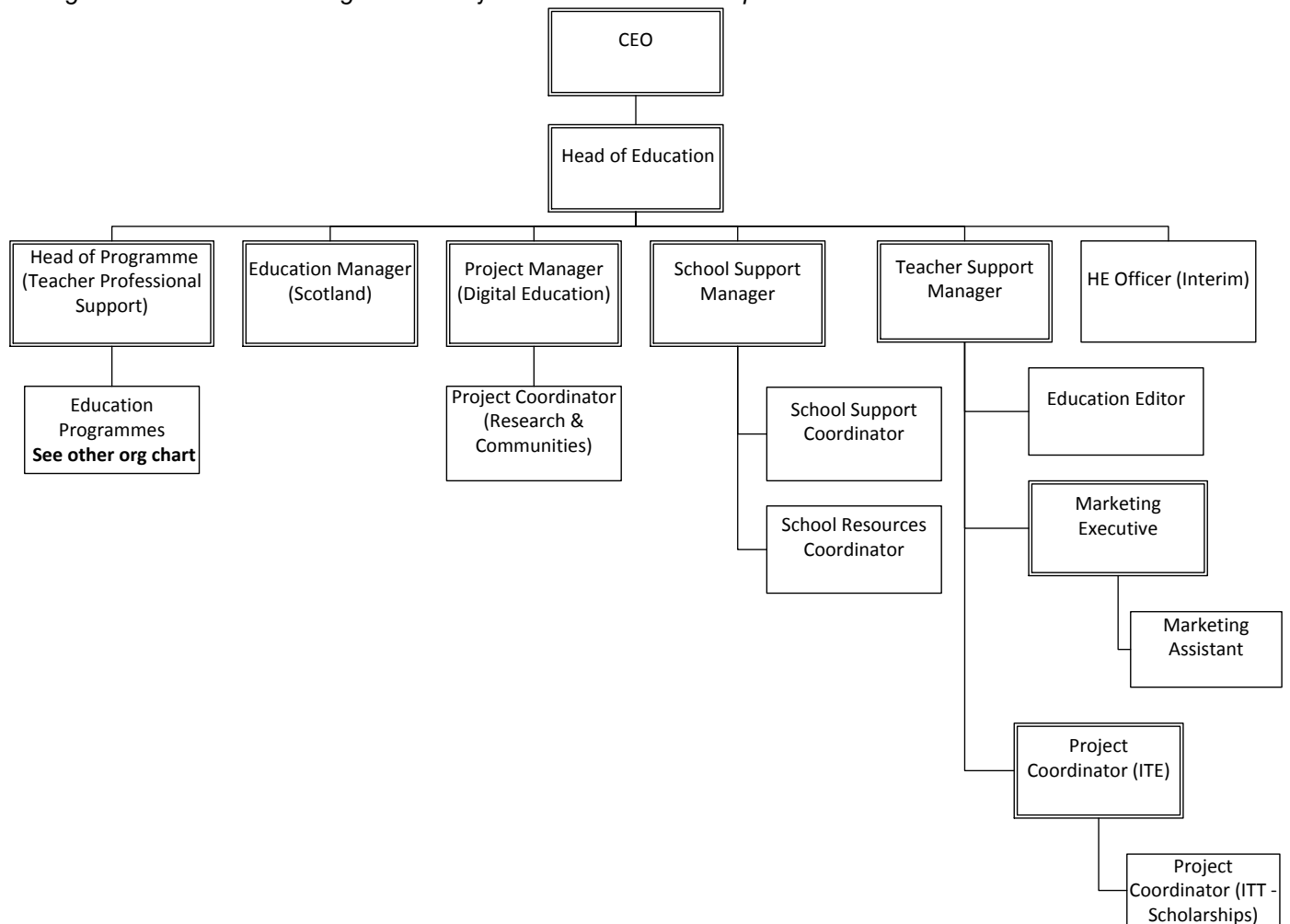|	
JOB TITLE:	Project Coordinator (Initial Teacher Training scholarships)
DEPARTMENT:	Education
JOB HOLDER:	N/A
REPORTS TO (JOB TITLE):	Project Coordinator (ITE)

JOB PURPOSE
This is a summary, in a few sentences/bullet points, of the overall contribution this job makes to the Institute of Physics (IOP)

The role administers the IOP Initial teacher Training Scholarships programme, working within a team responsible for supporting physics teacher training and teacher retention.

ORGANISATIONAL STRUCTURE
An organisational chart showing where this job sits within the IOP – please refer to attached

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                              CEO
                               |
                      Head of Education
                               |
  ┌──────────┬──────────┬──────────┬──────────────┬──────────────┬──────────────┐
Head of    Education   Project    School Support  Teacher Support  HE Officer
Programme  Manager     Manager    Manager         Manager          (Interim)
(Teacher   (Scotland)  (Digital
Professional           Education)
Support)
  |                        |           |              |
Education              Project      School Support   Education Editor
Programmes             Coordinator  Coordinator
See other              (Research &
org chart              Communities)  School Resources  Marketing
                                     Coordinator       Executive
                                                          |
                                                       Marketing
                                                       Assistant

                                                       Project
                                                       Coordinator (ITE)
                                                          |
                                                       Project
                                                       Coordinator (ITT -
                                                       Scholarships)
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The department's purpose

The Education department covers a broad range of activities around the basic theme of ensuring the supply of physicists from the education system and assuring, as far as possible, the quality of their education;

Operationally, the Department is split into three areas:
1. Curriculum and Diversity
2. Teacher Recruitment and Retention
3. The Stimulating Physics Network and Future Physics Leaders

The job's context

The IOP Initial Teacher Training (ITT) Scholarships involves us processing around 500 applicants each year to award 140 £28,000 Scholarships funded by the Department for Education (DfE). The process involves an online application, pre-screening, acquiring references, and shortlisting. All candidates attend one of about 11 assessment days, and from there selection is narrowed further

Scholars are offered IOP membership, and are supported through e-shots, and supertrip and masterclass events, involving the Stimulating Physics Network coaching team.

The Project Coordinator (ITT scholarships) responds to queries from candidates and potential candidates, and receives and acknowledges applications completed online. The post holder also collates applications and test results, invites candidates to interview and organises scholarship assessment days. They inform candidates of the outcomes of the assessment days, provide feedback and collate statistics on the outcomes. They monitor the expenditure and staff expenses liaising with the Finance and HR teams. They are also responsible for managing events for the scholars.

The post holder liaises with the DfE over the detailed guidelines for the award of IOP scholarships, e.g. eligibility of applicants as regards overseas degree qualifications or residency status.

JOB DESCRIPTION

	TASKS & ACCOUNTABILITIES *A list of 6 – 12 statements identifying the principal outputs required of the job, which integrate to achieve the purpose of the job.*
1	- To manage applications, including: Set up and maintain the online application form - Publish key dates for application rounds, Assessment Days and review meetings - Work with colleagues to set and publish criteria for selection and assessment - Rejecting unsuitable candidates - Obtaining references from referees with tact - Investigating overseas degree conversions with reference to the National Academic Recognition Information Centre (NARIC) - Ensure candidates meet the criteria for spoken English - Collate applications for shortlisting and assessment days - Arrange and minute shortlisting and Assessment Day review meetings including preparation of all necessary documentation - Provide data analysis to the ITE Coordinator regarding scholarship applications and their status with comparisons to previous years
2	To manage all communications with candidates, including: - Respond to e-mail and telephone queries - Email candidates who are unsuccessful at pre-screening and shortlisting - Following shortlisting, invite candidates to assessment days - Circulate interview questions to candidates in advance - Contact candidates after assessment days and provide feedback when requested - Offer scholarships to successful candidates - Update and maintain contact records in the Processed Applicants spreadsheet
3	To arrange assessment days, including: - Set up assessment days (booking venue and catering etc.) - Coordinate with head office and regionally based IOP staff to provide Assessment Day assessors and invigilators - Circulate candidate data to interviewers in advance - Provide briefings for staff and induct new assessors as needed. - Manage staff and candidate expense claims - Provide itineraries, badges and IOP literature etc. for all participants - Manage the Assessment Days, answer questions from staff and candidates, field any problems
4	Arrange post-assessment panel meetings: Invite panel members, book room and telephone conference facilities

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	• Collate scores from all assessment tests and provide data to panel for review
	• Record outcomes of panel decisions and communicate with candidates tactfully and with sensitivity, encouraging them into teaching whatever the outcome of the scholarship process
	• Update Processed Applicants spreadsheet with outcomes
	• Manage scholarship awards and follow-up procedures including liaison with the IOP Membership team
5	Be the main contact point concerning Scholarships: • Liaise with ITT providers and DfE • Answer applicant queries, managing the Teach@IOP inbox and provide guidance to the ITE team on answering queries • Maintain on-going contact with Scholars, liaising over any funding issues or other matters, and answer any queries • Maintain a detailed handbook for the Scholarship application process for reference by the team • Coordinate with the Marketing Executive and the Website Content Manager to ensure all relevant pages of the IOP website regarding scholarships are accurate and up-to-date
6	To manage Supertrips and Masterclasses for scholars: • Find and book venues, catering and speakers for scholar events (currently three per year) • Liaise with the IOP staff team nationally to staff the events and to ensure successful outcomes for scholars • Process associated invoices and expense claims • Act as the lead coordinator on the day, ensuring all resources are in place. liaising with the venue and responding to questions from speakers, staff and scholars
7	To ensure data is managed appropriately, including: • Working with the Legal and Data Protection teams, ensure candidate data is collected and maintained in compliance with the General Data Protection Regulations (GDPR) • Set up and maintain the Processed Applicants spreadsheet in Excel • Upload and maintain candidates'/scholars' data to the IOP Customer Relationship Management system (Salesforce). • Provide candidate data to the DfE according to agreed schedule and format. • Ensure candidate and scholar data is captured, maintained and deleted according to the IOP policy guidelines
8	To provide support for the ITE team, including: • Providing data and analysis to the ITE Project Coordinator to facilitate monthly/quarterly reporting and invoicing to the DfE

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	• Support the tracking of scholars through their initial training and into teaching • Answering phone calls and e-mails • Sending out material as requested • Contact government agencies e.g. DfE to arranging meetings for the Scholarships Steering Group
9	• Process invoices, expenditure claims and budget transfers, ensuring adherence to budget.
10	• Keep up to date with general development of Initial Teacher Training, IOP policy in this area
11	• Supporting individual small scale projects in the ITT area, e.g. ITE tutors' events at the IOP

SCOPE OF DECISION MAKING / CHALLENGES
A summary, of no more than the 4 key main decisions/challenges the post holder may face in carrying out the accountabilities of this job.

- Keeping abreast of government legislation surrounding scholarship eligibility
- Maintaining good relationships with applicants, referees, DfE staff, ITE tutors
- Organising assessment days that run smoothly and successfully
- Obtaining references within a reasonable timeframe

DIMENSIONS
A summary of any numerical facts and figures that are relevant to illustrate the scale of the role e.g.

- ☐ *People management – number of direct line reports, function managed, who the post holder reports to*
- ☐ *Annualised financial data – costs/orders/sales/revenue budgets and different currencies used if applicable*
- ☐ *Other relevant statistics – projects managed*

- The Project Coordinator ITT Scholarships has no direct line reports, and reports in to the Project Coordinator (ITE).

- Can authorise expenditure within budget up to £10K

KNOWLEDGE, SKILLS & EXPERIENCE
The below are the skills, qualifications, membership requirements and experiences that are __necessary__ for full and effective performance of this role unless otherwise stated

Skills

- Team player – the ability to work co-operatively with others to achieve common goals

- Influencing skills - the ability to bring others to your way of thinking diplomatically

- Eye for detail – ability to notice relevant specifics and to take action as needed

- Proactive – to think ahead and act to ensure the smooth completion of team / individual aims and objectives

- Dependable – able to complete tasks to high standard and to deadline

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- Organisational skills - ability to work with minimum supervision, prioritise workload, and handle multiple tasks

- Interpersonal skills – excellent ability to positively communicate with others; the confidence to listen and understand

- Communication skills – ability to express information clearly and effectively in written and oral form

- Computer literate - excellent working knowledge of Microsoft Office (especially Word, Excel and PowerPoint), including experience of Mail Merge and Pivot Tables.

Qualifications / Membership requirements

- Educated to A' Level standard - essential

Experience

- Previous experience of outward facing project coordination role- essential

- Interest in teaching and/or physics desirable

COMPETENCIES
The behaviours that must be demonstrated in the job

- Drive for results – Can be counted on to meet or exceed goals successfully

- Managing and measuring work – Takes responsibility for tasks and decisions

- Customer focus – Is dedicated to meeting the expectations and requirements of internal and external customers / partners

- Functional/technical skills - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment

- Personal learning - Picks up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly

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