

The Education and Employers Taskforce is looking to recruit a Projects Assistant primarily to support two high profile national initiatives; *Inspiring the Future* www.inspiringthefuture.org and *Speakers for Schools* www.speakers4schools.org . This role is full-time and temporary (until mid-Nov 2011), based in Holborn, WC1

To apply: Please email CV plus covering letter setting out skills and experience as related to the person specification. Applications should be sent to rob.mckenzie@educationandemployers.org by 9am on Monday 8 August. Interviews are provisionally arranged for 12 August.

Role Profile

Job Title:	Projects Assistant
Reports to:	Finance & Administration Manager
Location:	2 nd Floor, Weston House, 246 High Holborn, London WC1V 7EX
Remuneration:	£20, 000.00 pro rota
Additional Terms:	2.5 days paid holiday per month, exclusive of statutory holidays
Appointment Terms:	Full-time - temporary

Job Description

About the Education and Employers Taskforce

The Education and Employers Taskforce was launched as an independent charity in October 2009. Its aim is to ensure that every school and college has an effective partnership with employers, which provide young people with the inspiration, motivation, knowledge, skills and opportunities they need to help them achieve their potential.

The Taskforce's Partnership Board comprises the leaders of the main representative organisations from education and employment and the Trustees are principally senior business leaders with an interest in education.

Employers' Guide and Teachers' Guide - show the ways in which employers and education can work together

Inspiring the Future – 100,000 people talking about their careers, jobs, and education route

Speakers for Schools – 1,000 high profile speakers talking about the big issues of the day

For more details please see www.educationandemployers.org

Main Duties

Data handling

For both initiatives:

- Work closely with project development manager and speakers for schools project coordinator
- Ensure that the CRM (Salesforce.com) content is current and accurate, inputting and uploading data as required
- Use CRM system to produce reports, surveys and mass email campaigns
- Manage queries regarding CRM system for taskforce team

Project-based

- Liaise with intermediary organisations, schools and the offices of high profile speakers
- Co-ordinate Speakers for Schools visits, including managing complex and often conflicting diaries
- Deal with telephone & email enquiries
- Coordinate and set up stakeholder meetings

Team

Provide general support to the team, including:

- Maintaining the shared electronic filing system
- Performing general clerical duties to include but not limited to: photocopying, mailing and filing
- Answering and transferring phone calls
- Welcoming visitors and providing refreshments
- Other tasks as assigned

Key Accountabilities

Reports to the Finance & Administration Manager and supports the Taskforce team.

Person specification

Skills, knowledge, and expertise

Essential

- Good level of education, demonstrating capability in producing written content to a high quality.

- Comfortable and confident in working with data, and working knowledge and practical application of Microsoft Office and the internet
- Able to own and prioritise simultaneous tasks in a busy environment
- An aptitude for learning new technologies
- Confident and clear communication especially dealing with important external stakeholders on phone

Desirable

- Experience of databases and customer relationship management systems
- Experience of updating websites using a content management system (CMS) or HTML

Personal Attributes

- A good communicator, both in person and on the telephone
- Team player: works collaboratively and flexibly to achieve outcomes

July 2011
