

Job Description: Trust Project Coordinator

Main purpose

The successful candidate will be responsible for multiple project areas, examples of which include but are not limited to the following.

- To play a crucial part in ensuring the smooth operation of the Trust by undertaking a wide range of administration tasks including maintaining records, coordinating communications, and supporting various activities within the central team.
- To provide administrative support to the Trust leadership team, including managing correspondence, drafting, and proofreading documents, preparing reports, and maintaining accurate records.
- In line with statutory requirements and in accordance with the Scheme of Delegation, review, draft and work with the leadership team and Trust Board to ratify and publish Trust policies and procedures.
- As Data Protection Administrator (DPA), advise school leaders and staff about their data obligations and provide support with queries.
- To support and manage multiple projects; ensuring deadlines are met, effective solutions are researched, and stakeholders are communicated with.
- To provide school office teams with training and support.
- To support the mobilisation of new schools joining the Trust.
- To liaise with the Department of Education (DfE), local authorities and other stakeholders.
- To support the Commercial manager with the production of professional internal and external written communications.

General Administration, Training and Project support

- To provide comprehensive administrative support to the Trust team, including managing correspondence, drafting, and proofreading documents, preparing reports, and maintaining accurate records.
- To facilitate effective communication across the Trust by distributing information, responding to queries, and coordinating meetings and events.
- To establish and maintain efficient record-keeping systems, ensuring that documents, files, and databases are up to date, confidential, and easily accessible.
- To organise and coordinate meetings, including preparing agendas, collating, and distributing materials, taking minutes, and following up on action points.
- To collaborate with various stakeholders, including school leaders, trustees, parents, and external partners such as the DfE and local authorities, to support effective communication and relationship management.
- To identify and research opportunities to streamline administrative processes, propose and implement improvements, and contribute to the overall efficiency and effectiveness of the central team.

- To undertake additional tasks and projects assigned by the Chief Executive Officer, Director of Operations and HR, and Project Manager, providing flexibility and support as required.
- To support the mobilisation of new schools joining the Trust with the implementation of Trust systems, policies and procedures.
- To deliver training and support to school office teams around MIS, HR and finance systems and processes.
- To ensure compliance with relevant policies, procedures, and legal requirements, particularly regarding data protection, safeguarding, and confidentiality.

Trust Policy and Procedure Administration

- In line with statutory requirements and in accordance with the Scheme of Delegation, review, draft and work with the Senior Management team and Trust Board to ratify and publish Trust policies and procedures.

Data Protection Administrator (DPA)

- To advise school leaders and staff about their data obligations
- To monitor compliance
- To conduct regular data audits
- To develop and update data protection policies and procedures
- To monitor who in the Trust/schools has access to personal data
- To advise when data protection impact assessments are needed
- To answer data protection enquiries from staff, parents, and pupils
- To make sure privacy notices are regularly reviewed and updated
- To support and advise staff who have data protection queries
- To make sure all assets containing personal data are appropriately managed and secure

Written communication

- To write and send email responses that are professional and uphold the Trust's vision and values.
- To update and distribute online and offline communications (e.g., letters, newsletters, social media posts etc.) to stakeholders.
- To work in conjunction with Commercial Manager and schools with marketing and promoting the Trust upon social media platforms including Facebook, LinkedIn, and Twitter.
- To update and maintain the Trust website, ensuring statutory compliance.

Safeguarding

- To safeguard and promote the welfare of children and young people and follow Trust policies and the Trust code of conduct.

Other areas of responsibility

- To read and follow the relevant Trust policies.
- To undertake training required to develop in the role.
- To ensure all duties and responsibilities are undertaken in line with the Trust's health and safety policy.
- To temporarily support the mobilisation of new schools, as required by the CEO, Director of Operations and HR and Project Manager.
- To support existing schools as required by the CEO, Director of Operations and HR and Project Manager.

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<p>Essential</p> <ul style="list-style-type: none"> • Good standard of basic education including Maths and English GCSE or equivalent <p>Desirable</p> <ul style="list-style-type: none"> • Business degree or other relevant degree or professional qualification or qualification via relevant experience • CIPS qualification and membership • Safer recruitment training
Experience knowledge and skills	<p>Essential</p> <ul style="list-style-type: none"> • Excellent people skills, able to communicate effectively with a range of audiences • Strong negotiation skills • Ability to work and influence at all levels within and outside the organisation and a recognition of professional boundaries • Ability to form sound relationships with staff and the wider school community • Ability to motivate self and others • Excellent verbal, written and communication skills • Excellent organisational skills and the ability to continuously prioritise your own workload • Ability to work under pressure and to meet deadlines • Ability to produce a range of reports and statistical information • Good IT skills, including MS word and Excel • Ability to work flexibly and use your own initiative to achieve objectives • Ability to seek out, manage and influence opportunities for continuous improvement and change • Up-to-date knowledge and understanding of the General Data Protection Regulation 2018 and equality and diversity • Up-to-date knowledge and understanding of the current KCSIE Regulations in relation to safeguarding • Safer recruitment knowledge and experience • Familiarity with job boards and computer systems designed specifically for HR <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working within HR, especially within an education setting • Experience of PSF software • Experience of managing multiple projects

Values and Personal Competencies	<p>Essential</p> <ul style="list-style-type: none"> • Excellent people skills • Energy and enthusiasm • Tact and diplomacy • Self-motivation, initiative, and the ability to question • Excellent organisational skills • Sense of humour <p>Desirable</p> <ul style="list-style-type: none"> • Strong adaptability to change and development • Committed to the values and vision of the Trust • Team focused with the ability to work independently and take initiative • Committed to equality, diversity, and inclusion • Strong morals, ethics, and sound judgement • A role model of the Trust's Values
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