

Partnership Coordinator to ETSP

Showcase your creativity with a new and exciting opportunity that will make a difference to children's lives.

Enfield Town Schools' Partnership (ETSP) is committed to delivering relevant and engaging programmes and initiatives for children and young people to help them thrive, especially those facing additional challenges in their lives.

We are looking to appoint a Partnership Coordinator to lead our dynamic team to help develop and shape the future of the charity as we continue to grow.

ETSP has been established for well over 9 years. Working within our successful partnership of over 20 schools you will have the opportunity to showcase your creativity and introduce new and exciting projects which benefit children and young people. This is an exciting opportunity for a talented individual to join the charity and work with the Board of Trustees and a large network of school leaders, all who are committed to improving outcomes for the children and young people within our school communities.

The successful candidate will be able to demonstrate:

- Excellent verbal and written communication skills
- Proven knowledge and skills of effective project management
- Ability to identify potential external funding sources and match these to agreed priority work
- A well-organised, analytical approach to their work
- Ability to build excellent working relationships and influence a wide range of stakeholders
- Ability to take notes and chair meetings

Benefits include flexible working hours, a Local Government Pension Scheme, plus a monthly well-being allowance.

If you can demonstrate these skills and talent, but may not yet have the full experience required, we will still consider your application. We can only accept applications from candidates who are located in, and eligible to work within, the UK. We encourage anyone interested in the role to apply before the deadline.

Job Title: Partnership Coordinator

Salary: £30,036 – £32,424 (FTE) (dependent on knowledge and skills)
[Pro rata salary dependent on hours]

Based: Enfield, North London

Contract: 1 year, fixed term contract (from the date of appointment) with a high level of flexible working arrangements, plus an option to renew contract

Hours: Term time plus one week during the Summer holidays (40 weeks/year)
20 – 26 hours/week within Monday to Friday (flexible on days and times)
Our core working hours are 9.30am – 3.00pm

How to apply: For more information and to apply please visit our website etsplondon.org/careers

Application deadline: Friday 6th October 2023 by 12.00 noon

Interviews: Interviews to commence the week beginning 9th October 2023

The charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.

If you have any queries about this position, please get in touch via info@etsplondon.org