



Academies Trust

# Professional support to CAT Directors

Manchester



**Salary:** £25,000

**Contract:** Full time (37 hours), Fixed Term until 31 August 2019

**Start date:** As soon as possible

**Closing date:** 7 September

**Shortlisting:** 10 September

**Interviews:** 17 September

**Benefits include:**

- 30 days annual leave, plus bank holidays
- Local government pension scheme
- Childcare vouchers
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans
- On-site shop, restaurant and Nuffield Gym
- Discount on various Co-op branded products

Please download an application form and return your completed form to [Emma.Kershaw@coop.co.uk](mailto:Emma.Kershaw@coop.co.uk)

**Co-op Academies Trust** aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for twelve academies in Leeds, Manchester and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

Based at our sponsor's state of the art headquarters in central Manchester this is an exciting opportunity for someone with strong organisational and communication skills to effectively support the Trust's senior leadership team and manage complex priorities. The successful applicant will need to be methodical and creative and be able to provide administrative support to the wider team. In addition, the successful applicant will proactively propose initiative/improvements that will enhance the leadership support and will take the lead on work such as small ad-hoc projects including some with key personnel in the Co-op.

You will require strong IT skills and be able to work as part of a team and build strong working relationships with others. You will willingly be flexible, self-motivated & resilient.

For more information about the Trust, please visit our website

[coopacademies.co.uk](http://coopacademies.co.uk)

**Co-op Academies Trust** as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

**Professional support to CAT Directors**

**Salary - £25,000 (Temporary until 31 August 2019)**

## **PURPOSE OF ROLE**

To provide support to the Directors and wider team in meeting their business objectives by undertaking a broad range of administrative and project management support related activities including some report evaluations and contribute to internal and external communication

**Line Manager: Director of the Trust**

## **KEY ACCOUNTABILITIES (and specific duties/responsibilities)**

### **Specific to role**

- Provide office support to Directors and to wider team including organising and managing complex diaries and balancing priorities;
- Prepare documents as needed as well as manage regular project status and/or operational reports;
- Liaise knowledgeably with internal and external stakeholders including contributing to direct communications;
- Provide efficient first line communication and query management in a professional and timely manner;
- Proactively propose initiatives/improvements that will enhance leadership support and ways of working within the team;
- Compile and chase contributions from across the Trust to ensure timely and accurate submission of information e.g. reports and management of SLT data;
- Provide support the Directors and SLT in the delivery of meetings and collate input from all stakeholders to ensure a meaningful agenda and actions are recorded and monitored;
- Support the team by taking a lead on work such as small ad-hoc projects, as and when needed; and
- Work collectively and flexibly to support other project teams, PAs and Co-ordinators across the Trust and the Co-op Group.

## **GENERAL**

### **Planning Horizons**

- Plan and organise own workload or workload of the team managed in order to ensure delivery against objectives, typically planning weeks ahead.

### **Key Relationships and People Management**

- Support other colleagues by sharing knowledge and experience in order to improve overall team effectiveness;

## **PERFORMANCE MEASURES**

- Effective communications to all relevant stakeholders takes place;
- Delivery of work to meet Trust objectives in terms of quality and timeliness;
- Evidence of displaying behaviours that are in line with Co-operative purpose and values feedback from colleagues;
- Delivery against agreed targets and KPI's;
- Development of self and team, as relevant to the role; and
- Own and team compliance with policies and standards, as appropriate to the role.

- Interface with other parts of the Trust to understand requirements, communicating effectively to ensure a high service standard is maintained; and
- Develop positive working relationships with colleagues and stakeholders to assist in achieving objectives for own area.

### **Delivery & Support**

- Undertake assignments and projects within set policies and procedures, making decisions within agreed parameters to ensure efficient and effective working, and supporting the Trust to deliver its objectives;
- Apply specialist technical knowledge across a range of different areas to deliver required services in line with defined processes, escalating queries or tasks if outside standard procedures or experience;
- Provide specialist advice or training to colleagues in order to provide them with the information and/or understanding they need; and
- Support projects and initiatives to aid in the achievement of agreed goals.

### **Financial/Commercial and Risk**

- Ensure own and team compliance with appropriate standards, policies and regulations, and the identification and management of risks within agreed frameworks, escalating where appropriate; and
- Ensure delivery of own and team's work in line with agreed KPI's, contributing to the area's achievement of the Trust's objectives.

### **Development & Business Improvement**

- Identify opportunities for development and take responsibility for improving own and team knowledge of the Trust's plans/affairs; and
- Take responsibility for self-development (keep abreast of developments in relevant area of expertise) and development of others to improve individual and team performance for the benefit of the Trust.

### **Other**

- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust; and
- The post holder is required to undertake additional such duties as may be reasonably be expected within the scope and grading for the post.

<b>Personal Attributes Required Based On Job Description</b>				
<b>Attribute</b>	<b>Description</b>	<b>Essential</b>	<b>Desirable</b>	<b>How measured Application form (A) Interview (I)</b>
<b>Qualifications</b>	<p>Good honours degree in a relevant subject area</p> <p>Appropriate range of professional qualifications and/or experience in a similar business environment/sector</p>	✓	✓	<b>A/I</b>
<b>Experience, knowledge and skills</b>	<ul style="list-style-type: none"> <li>● Strong communication skills, including the ability to communicate effectively with colleagues and stakeholders</li> <li>● Ability to understand and deliver against business requirements</li> <li>● Ability to manage and plan own workload to deadlines, including handling conflicting and changing priorities</li> <li>● Ability to follow directions and procedures with strong attention to detail</li> <li>● Ability to work as part of a team</li> <li>● Proficient IT skills (Intermediate/advanced use of Microsoft Office functionality (e.g., Word, Excel, Powerpoint)</li> <li>● Previous experience in a PA or team administrator role.</li> <li>● Ability to work within a matrix management led environment</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>I</p> <p>I</p> <p>I</p> <p>A</p> <p>A</p> <p>A</p> <p>I</p>

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