



## HEAD OFFICE COORDINATOR

**Salary:** Range 6 points 26-28. Point 26 £30,447pa (actual salary)

**Hours:** 40 hours a week 8:30 – 5:00pm (30 minutes for lunch)

### **We offer excellent benefits and our location is well served by public transport**

Future Academies is currently recruiting a Head Office Coordinator. Working in the Head Office of a small multi-academy trust based in Westminster, this is a pivotal role as Future Academies seeks to raise awareness of its work – academic research, world-leading teaching, innovation and community engagement – among its key audiences through a range of communications activity.

This is a varied and rewarding role, working as a key member of a small, welcoming team, and offers a rewarding balance of:

- Work to deliver the objectives set out in the Trust's communications strategy; raising the profile of Future Academies and the various strands to the MAT, securing coverage of our community engagement and education initiatives in local London media, and beyond.
- Diary management.
- Producing and formatting reports and presentations.
- Document preparation.
- Writing, proofreading and editing press releases, comment pieces, blogs, event releases, speeches, scripts and other content and repurposing content for a variety of channels and audiences including websites.

### **About Future Academies**

Future Academies is a Multi-Academy Trust and a charity regulated by the Department for Education.

We are committed to helping young people succeed and overcome social barriers irrespective of background or starting point through our inclusive ethos which is founded on knowledge, aspiration and respect.

Built around a small family of innovative and ambitious schools in Westminster, White City and Hertfordshire, the Trust boasts a proven track record of effective school improvement while transforming the lives of children and young people. As the Trust welcomes two new secondary schools into the group and embarks on a period of growth, an exciting opportunity has arisen to work within the Trust Head Office.

You will play a pivotal role as Future Academies seeks to raise awareness of its work – academic research, world-leading teaching, innovation and community engagement – among its key audiences through a range of communications activity. You will promote our visual identity, brand, style and tone of voice across the organisation, as well as writing, editing and sometimes commissioning content to professional standards.

It is essential that the successful candidate has excellent organisational skills including the ability to multi-task and manage a number of conflicting priorities. Absolute discretion, diplomacy and sensitivity in handling confidential materials and information is also essential in this role.

**Closing date:** 12<sup>th</sup> March 2019 at 10:00am

**To apply:** Please complete the Future Academies application form and send to [recruitment@futureacademies.org](mailto:recruitment@futureacademies.org)

Future Academies, Lupus Street, London, SW1V 3AT visit our website [www.futureacademies.org](http://www.futureacademies.org) to find out more about our ambitious educational family.

**Please note that Future Academies reserves the right to shortlist and interview before the closing date if a suitable candidate applies for the post.**

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.