



<https://chartered.college/>

Digital Administrator Job Description

Join our team as a Digital Administrator, helping us to support teachers, champion great teaching and raise the status of the profession by creating high-quality digital services for our members and supporting their professional learning.

Job Title	Digital Administrator
Reports To	Data and Platforms Specialist
Salary	£26,000 per annum FTE (pro-rata based on hours)
Contract	Permanent, part-time role. We are open to flexible working options.
Hours	21 hours per week (0.6 FTE)
Benefits	Flexible working, generous annual leave, 8.5% employer pension contribution, Paycare, individual and team professional development/learning budget. A full list of our benefits can be found here .
Based	Home-based or hybrid contract available. We have a central London office but our team work from across the country and we are happy to support remote or office-based working (with hybrid options).
Start date	22nd July 2024, subject to any notice period.
Deadline	Applications close on 7th June 2024. Task and competency based interviews will be held on 17th and 18th June (online).
Application	Please apply here by uploading your CV and cover letter. Please use the guidance when writing your cover letter. We encourage you to apply promptly as we will be reviewing applications as they are received and may complete the process earlier than expected if an excellent candidate is identified at an early stage.

The Organisation

The [Chartered College of Teaching](#) is a charity and the professional body for teachers. We are working to empower a knowledgeable and respected teaching profession through membership and accreditation.

We are dedicated to bridging the gap between practice and research and equipping teachers from the moment they enter the classroom with the knowledge and confidence to make the best decisions for their pupils.

Our activities mainly focus on four key areas:

- membership
- teacher accreditation
- teacher CPD
- online and print resources.

Since opening membership in 2017, we have grown rapidly. In total our work reaches nearly 50,000 teachers and more than 3 million young people. In 2020 we published reports 'Education in Times of Crisis' around the impact of lockdown which have since been cited in educational reports and academic papers; in 2021 we won the Memcom award for 'Best magazine for a Professional Association or Membership Organisation'; in 2022 we celebrated the graduation of over 246 teachers from our Chartered Teacher and Chartered Teacher (Leadership) pathways. We are a growing and multi-skilled team of 30 people, supported by a Board with a significant track record of experience in a range of fields. Our business plan focuses on growing membership and Chartered Status and providing meaningful professional learning opportunities for the teaching profession. This role will support us to deliver an excellent service to our members.

The Opportunity

We are looking for a Digital Administrator on a part-time contract to join our service operations team, working across our digital platforms and developing skills and expertise across Wordpress, Moodle and Salesforce. You will come with a desire to learn and collaborate and have an interest in creating high-quality, user-centred digital services. This is the perfect opportunity for someone to join a motivated team, developing your skills across a range of digital platforms and software, supported by a specialist.

This exciting new role will play a key part in our continued growth and will make a real impact on the teaching profession; we are looking for someone who believes in our mission and the work we do.

This would be an ideal opportunity for you as you will:

- work collaboratively with many of the team across the business, supporting recruitment and retention of our members;
- help to grow the professional membership organisation for the teaching profession and be part of the team driving the organisation forward.

Main area of work	<p>Most of your time you will be supporting the Data and Platforms Specialist with ongoing administration, upgrades, maintenance and future developments to improve the member experience across the charity's digital platforms. These can include:</p> <ul style="list-style-type: none"> • supporting our accreditation team by creating and managing Moodle assessments • making updates to our member-only platform and public-facing website (both Wordpress sites) • data entry on our CRM system Salesforce. <p>You will need to be someone that can thrive operating with autonomy whilst also collaborating effectively with colleagues.</p>
Additional responsibilities	<ul style="list-style-type: none"> • Supporting teams with any new formats or requests for new features on our digital platforms (Wordpress and Moodle). • Collaborate with colleagues to produce timely reporting of data through reports and visualisations to inform and identify needs for the growth of the Chartered College. • Report on website performance and other key performance indicators related to our systems. • Support the charity's data and digital strategy, undertaking tasks across the project relating to Salesforce. <p>Alongside your main areas of work, you will also participate in meetings and be encouraged to participate in CPD learning activities and training to maintain and develop your knowledge and skills.</p>

About You

You do not need to have expertise in absolutely all areas, let us decide! We are committed to creating a diverse and inclusive environment and encourage you to apply. We're looking for someone that is motivated by our vision and is passionate about digital platforms. Some experience in Moodle is desirable and you do not need to have experience with Wordpress or Salesforce, however, an interest in digital is essential with a drive to learn and develop technical expertise across the charity's platforms. An interest in user-centred design is also desirable.

Systems you would be using include Salesforce, Moodle, Wordpress and Asana.

Essential experience and skills:

- An interest in digital (essential)
- Experience of Moodle (desirable)
- Experience of Wordpress (desirable)
- Experience of Salesforce or other CRM systems (desirable)
- Experience working in the education sector (desirable)
- Excel and data analysis skills (desirable)

Why Us?

As an organisation we care deeply about creating a working environment that supports our people to grow personally and professionally. These are reflected in our [organisational values](#) which outline the distinctive working culture we are looking to create. In particular, these values are reflected in our commitment to:

- Flexible working: responsive management, flexible hours, hybrid or fully remote working
- Professional development, including formal and informal training and support
- Transparency and ownership: we have an open culture that ensures all staff guide our strategic direction
- Mental health and wellbeing: access to health and wellbeing advice and health cash plan

Diversity and inclusion at the Chartered College

As a growing organisation we are committed to:

- Becoming increasingly representative of the sector and geographies that we operate in
- Providing a positive experience of work as part of an inclusive culture led by our organisational values
- Maintaining an annual EDI action plan - led by the internal team

What to expect from the recruitment process:

- All applications are anonymised until the point of interview
- Line Managers trained in recognising bias
- We implement a standardised interview template and competencies matrix for a fair and transparent process

If you require any adjustments in order to proceed with an application, including an audio version of this application pack, please make a request to recruitment@chartered.college.

For more information about joining the Chartered College, please watch this short [video](#) from Dame Alison Peacock (CEO).

Your Personal Data

As part of the recruitment process, the Chartered College of Teaching collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Pre-employment checks

All conditional offers of employment are subject to:

- Two satisfactory references
- Proof of qualifications
- Eligibility to work in the UK

We are an employer committed to the safeguarding of children and young people.