

Job Description:**Training and Events Coordinator**

Location: West London (Hybrid – 2 days in-office, 3 days remote per week, subject to event needs)

Contract Type: Permanent

Working Hours: Full-Time (Monday to Friday, 9:00am – 5:30pm)

Salary: £28,000 – £30,000 per annum (depending on experience)

Role Overview

We are seeking a highly organised and proactive Training and Events Coordinator to support the delivery of the Early Career Teaching (ECT) Programme and wider Teacher Development initiatives.

This role plays a key part in ensuring high-quality training experiences by managing logistics, coordinating participants, supporting virtual and in-person events, and maintaining clear communication across stakeholders. You will also contribute to the creation of engaging learning resources, track programme data, and help deliver impactful development opportunities that support educators at all stages of their career.

The successful candidate will get personalised development throughout their journey with Ark, and fully funded opportunities to further professional qualifications where those align with role.

Key Responsibilities**Event and Training Logistics**

- Schedule and coordinate logistics for training sessions across the Early Career Teaching (ECT) Programme and Teacher Development portfolio, ensuring dates are well planned and clashes are avoided.
- Book venues, manage room layouts, arrange catering and AV equipment, and liaise with vendors and suppliers as needed.
- Manage hybrid or virtual events using platforms like Zoom or MS Teams, including breakout rooms, polls, and technical troubleshooting.
- Coordinate and support larger events – i.e. ECT trainee and mentor conferences (150+ attendees)

Participant Coordination and Communication

- Act as the first point of contact for delegates, school leads, and training partners, manage the team shared inbox by responding to enquiries and providing a smooth, professional service.
- Administer the recruitment/enrolment/nomination processes as well as registration of participants with accreditation providers and other bodies.
- Send joining instructions, pre-reading, and post-event communications in a timely and engaging manner.
- Administer our learning management systems by creating events, courses and providing general troubleshooting support to users.
- Provide clear and consistent communication through newsletters, intranet updates, emails and announcements on the Learning Management System (LMS).

Resource and Material Preparation

- Support the design, editing and printing of high-quality training materials including handbooks, slides, digital resources, and online content.
- Ensure materials are consistent and follow set branding guidelines.
- Maintain team SharePoint pages and document libraries.

Data Processing and Expenditure Tracking

- Track participant engagement, attendance and progress and ensure reporting data is always up to date.
- Ensure programme participants meet required engagement metrics to satisfy requirements of our programmes.
- Collect and analyse participant feedback pre and post-training to assess satisfaction, and areas for improvement.
- Process purchase orders, invoices, and make payments to internal/external partners
- Track event/programme-related expenses ensuring training is delivered within agreed budget.

As part of your role, you will also:

- Get trained to design e-learning courses to support programme/training delivery.
- Support the growth and development of new training initiatives as required depending on Ark's emerging strategic objectives.
- Any other tasks as directed by line manager, Head of Team and Head of Delivery.

Person Specification

Skills and Experience

Essential:

- Strong experience of project/event/programme administration
- Excellent time management skills and the ability to manage tight deadlines and changing priorities
- Excellent communication skills with the ability to produce clear and insightful communications to programme participants and other stakeholders (both verbal and written)
- Good experience using digital event platforms like Zoom, MS Teams or equivalent
- Skilled in using Microsoft Office tools (especially PowerPoint, Excel, SharePoint)
- Strong attention to detail with a specific focus on data entry and analysis
- Proven track record of managing a varied workload and ability to meet all deadlines

Desirable:

- Familiarity with Learning Management Systems or similar
- Familiarity with design tools like Canva, Adobe Suite, Rise or other equivalent e-authoring tools
- Some experience working with third-party accreditation or compliance bodies
- Experience of working with or in schools or educational organisations

Personal Attributes

- Driven by purpose and passionate about Ark's mission, education and professional development
- Proactive, solutions-oriented, and willing to go the extra mile
- Collaborative team player with a flexible, can-do approach
- High levels of professionalism, discretion, and integrity
- Resilient and will find a way to overcome barriers
- Self-motivated and eager to take ownership of your professional development

Other Requirements

- Right to work in the UK
 - Must be willing to travel for our events and meetings held across London, Birmingham, Portsmouth and Hastings
 - Commitment to equality of opportunity and the safeguarding and welfare of all students
 - Willingness to undertake training
 - This post is subject to an enhanced DBS check
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Benefits

- Our hybrid working model aims to offer the best of both worlds, striking the right balance between in-person collaboration and remote working. You will work a minimum of two days per week in our state-of-the-art office in West London allowing you to connect with colleagues, with the flexibility to work remotely, or in the office over the remaining days
 - In addition to our current hybrid working arrangements, employees can request to work fully remotely for up to 10 working days a year, whether this be in the UK or abroad
 - Our flexitime policy allows you to work your hours around our core hours of 10.00 - 16.00, helping you prioritise your work-life balance and personal commitments
 - 27 days annual leave plus bank holidays, rising with each year of service up to 30 days after 3-years' service. This entitlement is pro rata for part time employees. This entitlement excludes bank holidays
 - Full office closure between Christmas and New Year
 - As an Ark employee, you will have the opportunity to be part of the TPT (The Pension Trust) scheme, our workplace pension scheme where we make an 11% contribution; you are not required to contribute towards this scheme unless you choose to
 - Access to high-quality professional learning throughout your career, offering both face-to-face sessions and a bespoke online learning platform
 - Access to Ark Rewards scheme offering savings from over 3,000 major retailers, interest-free loans available for season tickets or a bike, gym discounts offering up to 40% off your local gym and free eye tests
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About Us

Ark is an education charity that exists to make sure that all children, regardless of their background, have access to a great education and real choices in life. Our network of 39 schools reaches traditionally underserved communities in Birmingham, Hastings, London and Portsmouth. We educate 30,000 pupils and have nearly 3,000 teaching staff across our network. We also incubate and scale innovative ventures, which we roll out beyond our network of schools for the benefit of teachers, pupils and the education system as a whole. Current Ventures include Ark

Curriculum Plus, which equips teachers with the subject expertise needed to ensure students succeed, and Ark Start, a growing chain of nurseries offering affordable, high-quality early years education.

Recently, Ark moved to new offices at EdCity – a unique not-for-profit development in West London, in partnership with Hammersmith & Fulham council. EdCity is designed to bring mission-aligned organisations together to focus on improving the lives of children, especially through education. It offers leased offices, a range of venues for training and events, and an innovation hub for the education sector to connect, collaborate and learn together.

Diversity and inclusion:

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

Safeguarding statement:

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

Please note we will be reviewing applications on an on-going basis and this role may close earlier than advertised depending on the level of response. We strongly encourage to submit your application at your earliest convenience.

For any questions, please contact recruitment@arkonline.org.