**Introduction to Titan Partnership**

Titan Partnership is an innovative education charity and education member network in Birmingham. We collaborate with more than 50 primary and secondary schools, colleges and universities, all united in our mission to advance the aspirations and achievements of teachers, school staff, children and young people. This mission encompasses three core pillars:

**Our Mission**

We are a uniquely Birmingham community of educationalists. We support schools, develop staff, and inspire pupils by providing ​peer-networking and other activity that provides schools and their leaders with opportunities to share knowledge and collaborate; ​education and training for leaders, teachers, and other school staff; and​ projects and activities that help pupils to reach their potential in their school career and beyond.​

**Our Values**

We are **collaborative**. We believe in the power of collaboration and working together to transform education across Birmingham. By fostering strong partnerships and engaging our members, we create a Social justice is at the heart of everything we do.

We are **empowering**. We empower staff and students to reach their full potential. Through tailored support, personal development, and enriching activities, we enable individuals to grow, thrive, and achieve their goals.​

We are **inclusive.** We are committed to inclusivity, ensuring that every school, staff member, and student, regardless of their background, has equal access to opportunities and support to realise their potential. We celebrate diversity and foster an inclusive environment that values and respects the uniqueness of each individual and our city.​

We are **aspirational.** We encourage schools, staff, and students to strive for excellence. We believe in inspiring individuals to reach their potential and providing the necessary resources and support to turn those aspirations into reality.

For further information about our organisation please visit our website - <http://www.titan.org.uk>

**Introduction to the role**

**Business Support Officer**

**Hours of Work** 36.5 hours per week (Full-time)

Fixed Term Contract till 31st of July 2024 (potential for becoming permanent)

**Salary**  £24,515-£26,470 (T30-T34) per annum, depending on experience.

**Job Purpose**

To act as a central administrative and business support function for a wide range of Titan activities, events, and projects and provide administrative support to the Senior Leadership Team.

**Key Responsibilities**

**Administration**

* Act as the first point of contact for telephone enquiries (including Initial Teacher Training applicant enquiries) and transfer and take messages as required.
* Oversee the Titan Admin Email inbox and ensure that all emails are redirected to the appropriate team member or department.
* Support the Senior Leadership Team with administrative tasks as and when required.
* Communicate professionally and effectively with internal staff and external members, partners, and contacts.
* Support Heads of departments with the organisation and facilitation of membership meetings, including production and distribution of agendas and papers, taking of and circulating of minutes and other associated administrative tasks.
* Maintain and operate efficient and effective record-keeping and filing systems, ensuring that all data is up-to-date and accurate.
* Support with financial administrative tasks, including verification of new suppliers as required.

**Membership and events support**

* Support the Head of Marketing with the successful delivery of Titan events, conferences, projects, meetings, and employer workshops. Be responsible for securing venue hire, booking of transport, and other tasks as directed.
* Support the Head of Marketing in managing, updating, and reviewing the Titan and Titan Initial Teacher Training websites as required.
* Support the Head of Marketing with managing Titan’s social media channels.
* Update the membership contact database and engagement tracker to ensure they are accurate and produce data reports as required.

**Cross-functional activities**

* Manage the Initial Teacher Training application system, ensuring that all recruitment processes have been followed.
* Supporting the Finance Administrator with the Initial Teacher Training Student Loans systems and processes.
* Attend and support with the delivery of our Initial Teacher Training information events (face-to-face and virtually) as directed.

**Other duties and responsibilities**

* Contribute to Titan’s strategic aims, objectives, and targets.
* Uphold and promote Titan’s values, ethos, and commitment to social justice.
* Comply with Titan’s policies and procedures and health and safety regulations.
* Support and promote the safeguarding of all students and staff.
* Maintain confidentiality in relation to all Titan information and comply with Data Protection and GDPR requirements.
* Participate in Titan’s Appraisal programme and undertake any training as required.
* Other such duties commensurate with the post.

# Line Management/Supervision

The post holder will be line-managed by the Head of Marketing.

**Performance Appraisal**

The role is subject to a 6-month probationary period. There will also be an annual performance appraisal review.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Education/Qualifications | The equivalent of 5 GCSEs at grade C or above including Maths and English. | Educated to a degree level or equivalent. |
| Skills and Abilities | Excellent command of written English.  Excellent organisation skills.  Excellent communication skills with the ability to communicate at all levels.  The ability to work flexibly and effectively with minimal supervision and as part of a team.  Detail orientated with an eye for accuracy.  Self-motivated and able to manage and prioritise own workload.  To be able to work closely with line management to ensure the smooth running of projects and operations.  Highly proficient in a range of common software and programmes including Microsoft Office 365, Adobe Acrobat, WordPress, Microsoft Teams and Zoom.  Very good digital technical skills with an understanding of digital strategy.  Ability to maintain confidentiality of information received and processed as part of the job role. |  |
| Experience | Two years or more administration/project support/event support experience or evidence of the same  Experience of taking, writing, and distributing minutes of meetings |  |
| Other | Flexible and willing to attend meetings at other sites and when meetings fall outside of normal working hours (dispensation for attending these meetings will be agreed) | A car driver willing to travel between local sites, travel allowance paid |

**Detail of salary and other benefits**

Salary £24,515-£26,470 per annum depending on experience

Annual leave 24 days annual leave plus bank holidays and concessionary days

Sick leave As per company policy

Pension Competitive pension scheme

Hours of work Full-time / 36.5 hours

**Application and Interview Process**

***All applications must be submitted using the application form provided.*** For further details and an application form, please download information from the Titan website www.titan.org.uk

***You may wish to also send an up-to-date CV however if the application form is not completed your application will not be considered.***

**The deadline for applications is Friday 30th November.** Completed application forms should be returned to shazia.hussain@titan.org.uk by email or by post to 75 Harborne Road, Birmingham B15 3DH.

**Interviews will be held w/c 11th December 2023. The interviews will be held at the Titan offices in Faraday Wharf, Birmingham. You will also be required to complete some competency-based assessments.**

Due to the volume of applications we expect to receive please be advised that if you haven’t heard from us by Wednesday 6th December your application has not been successful. We would like to take this opportunity to thank you for showing an interest in working for Titan.

**Safeguarding**

Titan is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

**Equality, Diversity, and Inclusivity**

Titan is also committed to providing equality of opportunity at all stages of the recruitment and selection process, ensuring that candidates are treated fairly and lawfully throughout the process.

Titan is a place where we can ALL be ourselves

Titan is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, dynamic working arrangements and services to support all our team.

Please complete the attached Equal Opportunities Monitoring Form which assists us is being an Equal Opportunities Employer.