
CO-ORDINATOR: SAFER SCHOOLS PROGRAMME

Are you a geek, do you like children and can you work with humans?

Ineqe Group provides clients with a wide range of services, including consultancy, conferencing, training and technical solutions.

We are a small and dynamic company providing a close-knit and lively working environment, where all the staff work in a supportive and creative environment.

We currently work across numerous sectors, including schools and colleges. The successful candidates will be joining the company at a key time, as we rapidly roll-out our unique Safer Schools Digital initiative to thousands more schools across the UK. As a result, we currently have a vacancy for a co-ordinator to lead our Safer Schools programme.

We are looking for someone who is personable, dynamic and capable of working on their own initiative. With a small team, you will be responsible for co-ordinating all of our activities to build and maintain our relationship with our schools and colleges clients.

The ideal candidate will be someone who understands and is comfortable with contemporary communication channels, whether online or offline. This should be grounded in good use of the English language, both spoken & written.

The successful candidate will be joining the company at our offices in Belfast.

The role is full time temporary, initially for a 3 month period of probation with the possibility of extension or being made permanent after this duration has been successfully completed.

Full-time = 40 hours per week (Monday to Friday 09.00 to 17.00)

Person Specification:

The successful candidate could come from a wide range of backgrounds. For example, health, education or social care (including recent graduates in any of these disciplines). Whatever your background, you will be able to apply your experience in this new and challenging role.

The role will involve:

Duties will include management of the Safer Schools Team, planning activities for the year, implementation of the plan, tasking other teams to produce relevant content and contributing to the development of age/role appropriate content for the schools app.

You will be required to complete tasks to a strict timescale, ensuring all clerical duties are completed accurately.

- Maintenance of general filing systems.
- Forward planning for our schools campaigns, content and training events
- Prioritise and organise work effectively
- Customer engagement
- Answering and dealing effectively with in-coming calls from clients
- Maintenance of spreadsheets to monitor onboarding and sales
- Compliance with all relevant legislation relating and policies relating to data protection and confidentiality of information
- Performance of all general administrative tasks as appropriate

Essential Criteria:

- Previous experience in health, education or social care (including recent graduates from these disciplines).
- The ability to work in a team and on your own initiative.
- Effective communication skills
- Computer literacy – must be proficient working with MS Office and word-processing on a daily basis.
- An understanding of the services and products supplied by INEQE Group.

Key Competencies:

- A thorough approach to data entry combined with a good eye for detail.
- Adaptability with a quality work ethic
- Must be reliable and extremely trustworthy.
- Punctuality and reliability

Additional Information:

The role may involve evening and weekend working and on occasions travel throughout the UK and Ireland. Candidates must be willing to undertake changes to the working day as is required.

Equal Opportunities

The company is an Equal Opportunities employer and welcomes applications from all who meet our selection criteria.

AccessNI

Whilst a criminal record will not necessarily be a bar to being appointed, as the successful candidate will be part of our schools programme, they will be required to undergo and pass enhanced vetting through AccessNI.

The AccessNI Code of Practice can be found at:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

Salary: £21,000 to £23,000 depending on skills and experience.

To apply please submit your CV and a letter setting out why you are applying for the role and what you can bring to it.