

Job Description: Training and Events Coordinator

Location: Currently operating hybrid working in our West London Office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £28,000 to £30,000 (depending on experience)

About the role:

We are looking for 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
- Be an active member of ALI's delivery team and support cross-team projects and big scale ALI flagship events
- Any other tasks as directed by line manager, Head of Team and Head of Delivery

Person Specification: Training and Events Coordinator

Knowledge & Skills

- Strong experience of project/event/programme administration
- 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)
- Proven track record of managing a varied workload and ability to meet all deadlines
- Familiarity with Learning Management Systems or similar (desirable)
- Familiarity with design tools like Canva, Adobe Suite, Rise or other equivalent e-authoring tools (desirable)
- Some experience working with third-party accreditation or compliance bodies (desirable)
- Experience of working with or in schools or educational organisations (desirable)

Personal Qualities

- Excellent time management skills and the ability to manage tight deadlines and changing priorities
- Strong attention to detail with a specific focus on data entry and analysis
- 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

- 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

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](#).

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](#).

