



JOB DESCRIPTION

Position:	Outreach Co-Ordinator
Reports to:	Director of Outreach / Outreach Project Manager
Salary:	£29,500
Location:	Charlotte Road, London

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

The Outreach programme of the King's Foundation School of Traditional Arts currently has five centres in four overseas countries; Egypt, Qatar, Saudi Arabia and China as well as various ad-hoc projects both in the UK and internationally. The Outreach Coordinator is a dynamic role which connects management, beneficiaries, freelance tutors and in country partners to support the smooth running of our art education programmes. The key element of this role is to ensure a high level of administrative execution of projects and centres which have varying degrees of

logistics, including: coordinating multi-programme project schedules; scheduling and contracting tutors, travel and accommodation requirements, materials sourcing and reporting.

We are a small team which run programmes for over 1000 participants each academic year, this role is an integral part of our department to support the detailed organisation of many moving people, materials and growing programmes. Alongside the logistics the role is also key to maintaining the team's databases of projects visual and narrative information; essential for report and proposal writing, as well as communications – for our website, social media and newsletters.

The Outreach Coordinator will also support the finance team with project information which affects contracts, budgets and invoicing.

The roles work requires the candidate to respond to the needs of each project as set-out by the Programme Managers and take the lead in ensuring the organisation of travel logistics.

There are opportunities for advancement.

Key Tasks

Specific Duties will include:

Scheduling

- Work closely with the Outreach Project Manager to maintain up to date schedules of Outreach projects.
- Maintain all oversight of the projects scheduling. Understand, update and communicate scheduling and any adjustments to the breath of the team engaged on that project (project managers, tutors, local coordinators as appropriate).
- Be a focal point of contact and knowledge resources for teams for day-to-day matters.

Logistics

- Organise travel logistics, including international & internal flights, visas, accommodation, drivers, taxis etc. This requires liaison between staff and tutors and agencies including flight agencies, visa agencies, hotels, taxi firms, etc, and client representatives.
- Obtain information from tutors and staff on materials requirements for workshops and liaise with client representatives or on-site colleagues on the purchase of these items.
- Purchase and arrange delivery of all workshop materials.
- Ensure everyone works within health and safety regulations.

Operations & Finance Support

- Prepare contracts for visiting tutors on all Outreach programmes. (50-100 contracts pa.)
- Arrange meetings for Outreach team members and Outreach team meetings on a regular basis. Document minutes and prepare materials for meetings.
- Monitor purchase requirements for the Outreach team on a weekly basis and ensure purchase orders are raised with Finance for items above a certain cost limit, for approval.

- Monitor purchasing and invoices for materials as quoted
- Collaborate with the Outreach Project Manager to log project's expenses necessary for budgeting and reporting purposes.
- Monitor local inventories

Reports and Presentations

- Assist with the production and completion of reports, internal and for clients as necessary.
- Assist the preparation of presentations of projects to suit different client or events.

General

- Assist with coordination of projects and communications (with tutors, staff, partners) while Project Managers are travelling, to ensure continued and smooth Outreach operations.
- The role is full-time based in London, but time zone considerations are required. You may occasionally be required to travel to project locations in the UK or abroad.

Communication & Marketing

- Update and maintain the Outreach digital library of: images, workbooks and reports.
- Assist in updating & drafting social media posts for Outreach projects on the schools social media.

Other tasks as needed and assigned by the Director.

Person Specification

The essential skills, knowledge and experience required are:

- Detail oriented and accurate on both narrative and numerical data; logistics coordination at international level; communication, planning; teamwork; time management; tasks prioritisation; follow up; Excel proficiency.
- Good: writing; interpersonal skills on international level; numeracy skills. A good aesthetic sense with a visual eye for detail.
- Software: essential: Excel, Word, Outlook; Preferable: InDesign, Photoshop

Other:

- The post will be based at 19-22 Charlotte Road, London, EC2A 3SG with the requirement to travel on occasion.
- Your working hours will be 37.5 hours per week
- You must have the legal right to work in the UK.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing date for applications: Tuesday 15 April 2025