



Teaching & Programme Coordinator

An exciting opportunity has arisen for a Teaching & Programme Coordinator to join Debt Advice Foundation's financial education programme DebtAware, based at its offices in Darwen, Lancashire.

DebtAware is a financial education programme aimed primarily at 9-11 year olds.

The programme is delivered in hundreds of primary schools across the North West of England. The key lessons are delivered to pupils by the DebtAware team, who then train selected children known as Money Mentors to teach and mark three follow-up tasks.

Main objectives

Reporting directly to the Education Manager, your role will involve:

- The delivery of 6 financial education modules to classes of primary school children
- Training and support for children participating in the DebtAware Money Mentor programme

The Role will require

- Full, clean driving licence
- Access to a vehicle
- Enhanced DBS clearance on appointment

Responsibilities

- Taking a lead role in delivering lessons and training of Money Mentors
- Collating data resulting from the delivery of the lessons
- Updating, creating and developing modules and teaching materials as required
- Promoting the DebtAware money management programme
- Acting as an ambassador for the programme
- Advising schools as they reach accreditation status
- Acting as focus group leader in evaluations
- Supporting the DebtAware evaluation programme
- General administrative tasks associated with the delivery of the programme
- Other tasks as delegated by your Line Manager

Key skills and experience

The Trustees are looking to appoint someone who is;

- Able to work independently and manage their own workload and deadlines
- Willing to travel from school to school
- Enthusiastic, committed and creative
- Highly motivated with the ability to inspire and challenge children
- A supportive, dedicated and flexible team player
- Capable of using administration systems such as Microsoft Word and Excel

- Has teaching experience in a Primary or Secondary setting, such as in a Teaching Assistant role
- At least a grade C at G.C.S.E in English and Maths
- An understanding of the KS2 curriculum and learning strategies would be highly desirable but not essential
- Able to communicate clearly and effectively, both verbally and in writing

Contract

Permanent

Salary

The starting salary will be £11.00 per hour. Travel allowance is paid at 45 pence per mile.

Hours

The hours are 7 hours per day from 09.00am to 16.00pm 3 days per week, though flexibility may be required to fit in with travelling and participant availability.

Annual employment will be for 44 weeks and will not include the main school holidays of Christmas, Easter and four weeks of the summer break.

20 days holiday (pro-rata) per annum plus bank & public holidays

The closing date for applications will be the 3rd September 2018. Interviews to be held on 14th September 2018 with a start date of 3rd October 2018. If you would like to apply for this position, please submit a copy of your CV along with your covering letter to brian.souter@debtadvicefoundation.org.

About Debt Advice Foundation

Debt Advice Foundation is a national debt advice charity (number 1148498). We help more than ten thousand people every year get back in control of their finances.

We're authorised and regulated by the Financial Conduct Authority (no. 692492).

We hold the Advice Quality Standard quality mark.

We're a member of AdviceUK, the UK's largest network of free, independent advice centres and all of the charity's advisors are associate or qualified members of the Institute of Money Advisors.

The charity is also a registered supporter of the All-Party Parliamentary Group on Financial Education for Young People and the All-Party Parliamentary Group on Debt and Personal Finance.

