



Teaching and 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 8-11 year olds. The programme is delivered to over one hundred primary schools across the North West of England.

The programme is comprised of seven modules. The key lesson in each module is delivered to pupils by the DebtAware team. The delivery of each key lesson will require a morning or afternoon of teaching.

Main objectives

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

- The delivery of 7 financial education modules to classes of primary school children
- Training and support for children participating in the DebtAware Money Mentor programme

Role requirements

- 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
- 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 and collating data
- General administrative tasks associated with the delivery of the programme
- Other tasks as delegated by your Line Manager

Key skills and experience

Applicants must have at least 1 year of teaching or teaching assistant experience.

An understanding of the KS2 curriculum and learning strategies would be highly desirable but not essential.

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
- Experienced teaching in a primary or secondary setting
- At least a grade C at G.C.S.E in English and Maths
- Able to communicate clearly and effectively, both verbally and in writing

Hours

The hours are 7 per day from 09.00am to 16.00pm, 4 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.

What will you receive in return?

Salary is £14 per hour.

Travel allowance is paid at 45 pence per mile (less home to office distance).

20 days annual leave (increasing by one day per year up to a maximum of 25) plus bank holidays. You will also receive an additional day of leave on your birthday.

Free, secure onsite parking.

Applications

Application deadline: 26/07/2023

Expected start date: 22/08/2023

If you would like to apply for this position, please submit a copy of your CV along with your covering letter at <http://www.debtadvicefoundation.org/careers>

Alternatively you can write to us at:

Human Resources
Debt Advice Foundation
1 Anchor Court
Commercial Road
Darwen
Lancashire
BB3 0DB

Debt Advice Foundation is a Disability Confident Employer

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.

