Administrative Coordinator

Part-time or Full-time / Flexible Hours / Hybrid

£25,000 per annum, pro rata for part-time

Introduction

We create opportunities for people of all backgrounds to forge a successful career in tech, and provide businesses with the training, insight and support they need to progress employees from apprentices to senior positions.
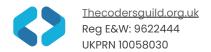
Industry Led, Community Driven

At The Coders Guild, we bridge the gap between talent and opportunity. We offer tech apprenticeships and digital skills training designed to equip both newcomers and career changers for success. Our industry-led approach ensures that your workforce is well-prepared and up-to-date with the latest tech advancements. Being 'Community-Driven' is about more than just providing excellent training. It means that we strive to deliver tangible value back to the communities we're a part of—whether those communities are defined by location, demographic, or technical speciality.

Our Culture and Code of Conduct

Work-Life Balance and Well-being: We recognize that a healthy work-life balance and well-being are essential for both personal and professional growth. We actively promote and support work-life balance among our staff, associates, and students. Our flexible learning and working arrangements, along with well-being programs and resources, ensure that everyone can thrive in their roles without compromising their personal lives.

1. **Integration of Well-being into Our Culture:** Well-being is not just a checkbox; it's embedded in our organisational culture. We encourage self-care, stress management, and mental health awareness. We provide resources and support for

our staff and associates to maintain a balanced and fulfilling life, both inside and outside of work.

2. **Holistic Approach to Education:** Our training programs go beyond technical skills. We emphasise the importance of a holistic education that includes personal development, resilience, and self-care. We believe that nurturing well-rounded individuals contributes to a healthier and more productive tech workforce.

3. **Supportive Community:** Our community is not just about education; it's a support network. We facilitate connections and relationships among students, staff, and associates, creating a sense of belonging and support. This community ensures that no one feels isolated or overwhelmed, promoting overall well-being.

By incorporating these principles into our approach, we're not only preparing individuals for successful tech careers but also fostering a culture of balance, well-being, and integration. At The Coders Guild, we understand that happy and healthy individuals are more productive, innovative, and better equipped to contribute positively to the tech industry.
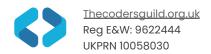
The Role

- Part-time or Full-time options are available
- Flexible hours with option for term-time only hours
- Hybrid role (Leeds City Centre)

About You

You are highly organised, proactive, and adaptable, with an eye for detail. You thrive in a dynamic environment, enjoy working with diverse teams, and have excellent communication skills. You are comfortable using various digital tools and systems to streamline tasks and are passionate about supporting learners and the smooth running of operations.

About the Role

This hybrid role encompasses a variety of responsibilities aimed at supporting our administrative functions, learner engagement, and office management. You will play a key part in managing day-to-day operations, maintaining records, and ensuring a seamless
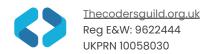
experience for our learners. The role offers flexible hours, and term-time only availability, with some travel into Leeds required.

- **Telephone Support:** Manage incoming calls, respond to inquiries, and act as a professional first point of contact.
- **Social Media Management:** Schedule posts and monitor social media channels
- **Office Management:** Provide support in booking rooms, ordering supplies, and managing office logistics.
- **Scheduling:** Organise schedules, and manage calendars for training sessions, events, and meetings.
- **Claim Administration and Submission:** Efficiently manage and process external funding claims, ensuring all submissions are accurate and timely.
- **Monitoring and Reporting:** Track and report on learner progress, maintain up-to-date records, and support data-driven decision-making.
- **Training Records Management:** Keep all training records current and organised, ensuring compliance with relevant standards.
- **Systems Management:** Utilise and manage a mix of digital systems to automate tasks, improve operational efficiency and manage multiple email inboxes.
- **Event Support:** Assist in planning, organising, and executing events, workshops, and other promotional activities.

Application Process

1. Apply on the website directly. Applications are anonymised and blind scored.
2. Chemistry call. This is a short 20-30 minute call to discuss your background and interest in the role. It's also a chance to learn more about the Coders Guild and the role.
3. Panel interview. We'll send a selection of interview questions 3 days before the interview to help you prepare.

Should you require adjustments or flexible arrangements during the application process, please let us know in the notes section of your application and be reassured that this will not affect your application.

Thecodersguild.org.uk
Reg E&W: 9622444
UKPRN 10058030

The Coders Guild has a clear Safeguarding policy and will make appropriate DBS checks and take up references prior to any offer of employment.

Benefits

- 25 days annual leave (pro rata)
- Flexible working options as standard: flexi-hours, working from home
- Birthday off each year (paid)
- Duvet days - up to 2 per year (pro rata)
- Option to buy additional annual leave - up to 5 days pro rata (agreed in advance by Line Manager)
- Professional Development support - additional qualifications, training, event attendance (agreed by Line Manager)
- Annual Company Away Day and Summer party

We are based in Leeds but all of our team works hybrid with some trips to our Leeds office and to employer premises required. There may be occasional evening and weekend work.