

Job Description

Job title:	Schools Coordinator – North Wales
Salary range:	£29,547- £37,340 per annum pro rata
Reporting to:	Project Manager (Wales and South England)
Location:	Homebased in North Wales or other areas in Wales working remotely with the ability for occasional travel in North Wales
Management responsibility:	No
Budget responsibility:	No
Hours:	Part time, 21 hours per week over 3 days
Contract:	Fixed term contract until 31 March 2026

MAIN PURPOSE OF JOB:

Welsh language skills are an essential requirement for this role.

Living Streets has successfully obtained funding from the Welsh Government to deliver a further year of the national Walk To School programme – engaging 200 primary schools, 25 Early Years settings and 42 secondary schools until March 2026.

The postholder will work as one of two coordinators in North Wales and will provide remote and occasional direct support to a pool of early years settings, primary and secondary schools across Wales. The School Coordinator will have a target to recruit schools to the programme and coordinate the planned distribution of resources and supporting materials. They will be responsible for engaging and retaining schools as part of the communication plan and responding to any issues raised. On occasion they will be required to visit individual schools and re-engage schools through various activities such as pupil assemblies.

Good attention to detail and the ability to recruit, support and engage schools remotely will also be essential to this role.

MAIN DUTIES AND RESPONSIBILITIES:

- Work closely with local authority partners and other school coordinators to recruit and support early years, primary and secondary schools, ensuring retention and continued engagement of schools.
- Ensure regular, effective communication with schools in line with agreed communications plan.
- Liaise with local authority partners to ensure a targeted approach to our work in line with project objectives.

- Support recruitment of target schools to participate in agreed project(s), if required
- Coordinate ordering and delivery of any project resources and provide relevant support for implementation.
- Respond to questions or issues raised by remotely supported schools in a timely and professional way.
- Coordinate implementation of agreed project, ensuring project targets and outputs are achieved on time.
- Deliver interventions to keep schools engaged or re-engage schools where required such as remotely delivered assemblies and training.
- Engage schools with activities during key calendar times such as Walk to School Week, National Walking Month and International Walk to School Month.
- Promote the Living Streets Walk to School model to schools.
- Contribute to internal and external evaluation of projects through collection of baseline data, regular monitoring of school activity/outputs and collation of qualitative material for case studies.
- Contribute to reports for funders and partners and keep project management records up to date.
- Utilise the Living Streets Canva platform for development of project materials.
- Support public affairs and communications work in Wales through PR activities, LA liaison and event organisation.

OTHER DUTIES:

- Be an ambassador for Living Streets to external audiences as required, promoting the Living Streets' brand, messages and products/services, including at public events, and in interaction with stakeholders.
- Work with the Head of Campaigns and Public Affairs and act as the project Welsh language spokesperson when required.
- Be an active contributor to your department at team meetings and away days and support the delivery of other projects as required.
- Support fellow staff and provide internal mentoring and training as appropriate.
- Adhere to Living Streets policies and procedures, maintaining good liaison across the organisation.
- Ensure the effective delivery of our Strategic Plan and Objectives
- Ensure our equal opportunities and safeguarding policies are understood and implemented at all levels.
- Deputise for other school coordinators in your team in their absence.
- Travel to Living Streets offices, and reasonable, occasional out of office hours work may be required.
- Undertake other duties from time to time, as requested by the line manager or head of department.

SAFEGUARDING:

Living Streets is committed to safeguarding and promoting the welfare of children, young people and adults at risk; and expects all our staff and volunteers to share this commitment. Applicants will be subject to background and criminal records checks as relevant to the job role.

NB: Enhanced DBS clearance will be required for this post.

Person Specification

Applicants must be able to demonstrate:

Essential Criteria	From application (✓)	At interview (✓)
Experience		
Experience and confidence in engaging people remotely to deliver project outcomes	✓	✓
Experience of working with Early Years, Primary and Secondary Schools	✓	✓
Experience of working on projects that deliver health/environmental/transport outcomes	✓	✓
Experience of data management and monitoring, evaluation and report writing	✓	✓
Experience of managing activities with multiple deadlines and stakeholders	✓	✓
Knowledge and skills		
Ability to work remotely from line manager and other team members and be administratively self-supporting	✓	✓
Welsh language proficiency	✓	✓
Excellent communication skills, including an ability to engage with and influence diverse audiences, and act as a spokesperson for a project	✓	✓
Excellent IT skills, including Microsoft Word, Excel, Outlook and Teams	✓	✓
Good time management skills	✓	✓
Good attention to detail	✓	✓
Personal		
Ability to work flexibly, including occasional travel to schools in various locations, meetings in Wales or England and occasional working out of office hours	✓	✓
Commitment to equal opportunities and the ability to implement the Living Streets' Equality, Diversity and Inclusion policy	✓	✓
Commitment to safeguarding and the ability to implement Living Streets' safeguarding policies and procedures	✓	✓
Understanding of, and commitment to, the agenda of Living Streets	✓	✓
Positive, 'can do' approach to tasks	✓	✓

It would be preferable for candidates to also demonstrate:

Desirable Criteria	From application (✓)	At interview (✓)
Experience		
Event management	✓	✓
Working with primary school aged children	✓	✓
Using a Project Management tool	✓	✓

Sales experience	✓	✓
Knowledge and skills		
Understanding of the issues that can affect the walking environment	✓	✓
Understanding of the not-for-profit sector	✓	✓
Knowledge of the use of blogs and social media channels	✓	✓
Knowledge of the benefits of active travel on public health, the environment and the community	✓	✓