

Common Good Schools Coordinator

ROLE DESCRIPTION

Organisation

Together for the Common Good (T4CG) is a small, values-driven charity working to renew the Common Good through Catholic Social Teaching. We provide bespoke programmes for churches and schools, offer coaching for church leaders, build strategic partnerships and hold public conversations.

The Common Good Schools programme supports Catholic and CE primary and secondary schools to form young people with Common Good thinking and enable schools to fulfil their role for the common good in the local community. With new grant funding from the Assumption Legacy Fund, we are scaling the programme significantly over the next three years.

Purpose of the Role

To provide consistent, reliable support to the Project Leader (Jo Stow) in delivering and growing the Common Good Schools programme. The role combines hands-on operational and administrative support with relationship-building, communications, and impact-gathering activities. The post-holder will play a key part in maintaining existing school partnerships while helping to expand the network, particularly through relational engagement.

Key Responsibilities

- Act as the main point of contact for participating schools, handling bookings, enquiries, follow-up communications, and arranging in-person induction training.
- Support communications with schools and strategic partners (including drafting emails, newsletters, and updates).
- Assist with generating evidence of impact: collecting feedback, stories, photos, case studies, and data from schools for public communications and reports to funders.
- Help organise and support online CPD sessions, workshops, and events (including managing polls, surveys, and follow-up).
- Contribute to marketing and promotional resources and social media content.
- Maintain, update and create Excel spreadsheets of current and potential school / diocesan partners.
- Manage administrative processes such as the community engagement certificate scheme, data tracking, and routine website updates.
- Liaise with the T4CG Team Support Worker on invoicing, registrations, and related tasks.
- Support discrete projects (eg new resources, pilots, video production) as they arise, with potential for additional hours.
- Work closely with the Project Leader to maintain strong, trusting relationships with schools and help identify opportunities for growth (including with Multi-Academy Trusts and Dioceses).

PERSON SPECIFICATION

Essential

- Strong organisational and administrative skills with excellent attention to detail.
- Outstanding written and verbal communication skills; ability to draft professional emails and materials.
- Experience of building and maintaining positive relationships with busy professionals (eg teachers, school leaders).
- Confident working independently while also collaborating closely with a small team.
- Strong IT skills (Microsoft Office, online tools, willingness to learn WordPress/website tools).
- Commitment to the values of Catholic Social Teaching and the Common Good.
- Practising Christian – This post is subject to an Occupational Requirement under the Equality Act 2010. The successful candidate must be a practising Christian who fully supports the ethos and mission of the organisation. This is a genuine occupational requirement given the nature of the role and the religious ethos of the programme.
- Right to work in the UK.

Desirable

- Experience working in or with schools/education settings.
- Background in communications, marketing, impact reporting, or relationship management.
- Familiarity with Catholic education and/or education in a CE/Methodist school setting, Multi-Academy Trusts, diocesan structures.
- Experience using AI tools or other efficiency technologies to support admin tasks.
- Event or project coordination experience.

Personal Attributes

- Warm, relational, and trustworthy – able to engage school staff at all levels and draw out meaningful stories and feedback.
- Proactive, flexible, and solution-focused; willing to handle routine tasks cheerfully while contributing to strategic growth.
- Enthusiastic about the potential of the Common Good Schools programme and motivated by its mission.
- Ability to adapt to change as the programme scales.

Working arrangements

- **Remote working:** this post will involve mainly working online, connecting by Zoom, email and WhatsApp, as well as occasional in-person meetings and some travel within the UK.
- **Hours:** The role is envisaged as approximately **2.5 days per week** (with flexibility), starting in autumn 2026. There is scope for the right person to develop the role over time as the programme grows.
- **Remuneration:** £13,400 pa (£26,800 FTE).

TO APPLY

We welcome applications from candidates at different career stages. We are particularly interested in someone who combines practical delivery skills with the potential to grow into a more strategic “enabling partner” role alongside the Project Leader.

Potential applicants are welcome to contact us for an informal discussion about the role between **6 July and 21 July**. Please note that Jo Stow will be on annual leave during August.

The closing date for applications is **Monday 1 September 2026**.

Please complete the application form and include your CV.

Send to Louise Lambert at: louise@togetherforthecommongood.co.uk



www.commongoodschools.co.uk

Common Good Schools is an initiative of Together for the Common Good

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