



MONTESSORI
GLOBAL EDUCATION
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We are recruiting now for....

Community Engagement Administrator

Remote working. Freelance, Independent Contractor role – hours are flexible; hourly rate TBD.

Application Deadline: Wednesday 20th March 2024

Main purpose of the role

We have a diverse and far-reaching network of partners, affiliates, interested audiences and members plus many graduate, academic and research network contacts. Maintaining effective engagement with our individual supporters and building models for future development of our community and project networks is an essential area of focus for our team in 2024 and beyond.

We have a developed a global audience for our messaging and resources, some of which includes education professionals; network partners, funders, affiliates and support staff - all interested to engage in Montessori discussion and the sharing of practice. Another large contingent in our network represents families, parents and those looking to understand and share more about Montessori in practice today. Our graduate community make use of our network for engagement in educational sector research and academic discussion alongside support for their professional development as they remain connected with their studies and colleagues throughout their career journey.

This role would be an important component in our engagement activity. We wish to nurture our audiences and grow our relationships to facilitate sustainable interest in our global activities. The duties included in this role include administration of the Montessori Global Education Network through regular communications and resource organisation plus support for database operations as both our learning (LMS sign ups) and membership communities grow, and engagement increases.

Key areas of focus

1. Engage with our audiences; gain insight their requirements; support regular events evaluation/ planning.
2. Support the wider team in maintaining databases of Network members.
3. Support regular and planned communication activity and updates and information sharing protocols.
4. Support IT and web-based activity to include webinar administration; film and audio recording and editing processes to enhance community and/ or network activity.
5. Provide organisational support, advice and information to our audience(s) directly/ respond to enquiries.
6. Connect and build relationships with key audience individuals and across different platforms/ channels.
7. Engage with new audience members and keep them informed about how we will update them.

Montessori Global Education
4/4a Bloomsbury Square
London
WC1A 2RP
e. info@montessori.org.uk
www.montessori.org.uk

VAT Number: 798 4680 56
Registered Charity Number: 313636
Registered Company Number: 00531204

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8. Support course operation to include administrative support, registering students on courses and course webinar administration plus transition oversight to network membership and graduate support in a timely manner.

This list is not exhaustive and is a guideline of those typical tasks that you will be expected to undertake as a valued member of our team.

This role would suit an experienced Administrator with a firm understanding of organisational admin systems and protocols to enable effective and efficient file sharing and storage (including a variety of web resources and communications assets). High level of accuracy in all work with excellent attention to detail and excellent written English; Good IT skills, including Microsoft Office packages: Word, PowerPoint, Excel, Outlook and databases.

Guidance for Applicants

Thank you in advance for your interest in working with Montessori Global Education.

We operate an electronic recruitment process. To apply, please send an expression of interest; your CV and a cover letter detailing how you feel you are suited to the position to recruitment@montessori.org.uk.

For an informal discussion about this role, please also contact recruitment@montessori.org.uk. If you require documentation or application processes via an alternative format, please do let us know.

Equality and Diversity – Our commitment

We value and support the contribution of our staff and wider team members and seek to ensure that all new recruitment applicants are supported; positively enabled and do not face unnecessary barriers to their successful work with us. We have set out our commitments in our staff and wider team policies including our Equality and Diversity Policy (available to applicants on request).

Interviews

Applicants will be notified by email of our shortlisting processes and interview arrangements as soon as possible after the closing date.

Conditions of appointment

All appointments are subject to the receipt of satisfactory references; proof of identity and right to work within the UK; proof of earnings/qualifications (as necessary) and a period of probation.

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