



School Liaison Officer – Job Description

Main duties and responsibilities

- Owning and maintaining the relationship with schools and teachers, acting as the point of contact for all schools.
- Recruiting and securing schools that align with the Students4Students mission.
- Ensuring schools understand the Students4Students mission, including how that applies to selecting pupils for tutoring.
- Creating and maintaining the tutor timetable in agreement with each school and the Tutor Liaison Officer, and keeping schools updated.
- Collection of testimonials and impact data provided by schools and teachers.

Skills and qualities

- Excellent organisation and time-management skills
- Excellent written and communication skills (including email and telephone correspondence)
- Ability to work well in a team

Time commitment

Students4Students is looking for individuals who are able to dedicate a regular proportion of their time to the role. (On average 2-3 hours a week)

During the year, the SLO will be required at:

- A pre-term day training session in *(Date TBC)*
- A fortnightly branch team meeting – *45 minutes per meeting*
- A monthly national SLOs meeting (online) – *45 minutes per meeting*
- Attend a termly one-to-one catch up with the national School Relationship Manager
- Phone calls with schools during typical school hours
- Ad hoc meetings in person with schools where necessary

Other parts of the role may be sporadic or less easy to predict. You must:

- Maintain regular contact with the rest of the franchise team and the School Liaison leads of the National Committee over email or messaging
- Supporting other committee members with other tasks/events (i.e. freshers' fayre)