

Job Description

Job Title:	Content & Design Coordinator
Group:	Operations
Dept/Project/Service:	Teacher Development Programmes (TDP)
Reports to:	Project Manager
Responsible for:	N/a
Usual office base:	Reading, with flexibility for hybrid working
Grade:	8

Job Purpose:

To embed and align branding, voice, and supporting documentation across the TDP suite. This role will lead the day-to-day project coordination and work closely with internal stakeholders on client documentation to ensure alignment and consistency with edt's brand guidelines.

Job Objectives:

1. Rebrand and Brand Asset Management:

- a. Lead and coordinate rebrand project end-to-end
- b. Update and standardise documents, training materials, and online assets to ensure consistency and compliance with new brand guidelines
- c. Develop and maintain templates, presentations, and collateral using Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Microsoft tools (PowerPoint, Word, Excel)
- d. Manage and update digital assets across online platforms and shared repositories

2. Partner and Participant Handbooks, Guidance and Documentation Restyle and Updates:

- a. Update and maintain Partner Handbooks and related guides



- b. Translate complex processes into concise, accessible documentation
- c. Collate content from multiple workstreams and ensure accuracy, clarity, and alignment with current processes
- d. Categorise content clearly by contractual detail and walk-through guidance, standardising format and voice
- e. Create clear, user-friendly how-to guides, FAQs, and instructional materials that accessibly sit alongside detailed handbooks
- f. Version control and content governance to ensure partners always access the latest materials

3. Ad Hoc Communication and Events Support:

- a. Develop ad hoc communication materials (standardised and on-brand emails, one-pagers, slide decks, announcements) to support business needs
- b. Provide communications and logistics support for Delivery Partner-related events, meetings, and initiatives
- c. Coordinate with internal teams to ensure messaging is timely, accurate, and on brand
- d. Support event collateral creation, updates, and post-event follow-ups as needed

Scope:

There will be a requirement to travel to other locations in the UK for meetings / conferences and other events as required

Person Specification:

Knowledge

Essential:

- A good knowledge and understanding of project management tools and techniques
- Proficiency in Adobe Creative Suite and Microsoft Office

Desirable:

- InDesign qualifications
- Project management qualifications

Experience

Essential:

- Experience of coordinating projects end-to-end
- Experience in a client/customer-facing role or co-ordinating projects

- Experience of working with others and can demonstrate the ability to build relationships

Desirable:

- Experience using and managing online platforms (content management systems, collaboration tools, digital asset libraries)
- Experience of working within an educational context

Skills

Essential:

- Confident proofing designed collateral and copy
- Ability to work independently and collaboratively to fixed deadlines
- Excellent written communication and content-editing skills
- Strong stakeholder liaison and interpersonal skills with the ability to work collaboratively in cross-functional teams at every level across the organisation and with a wide range of external stakeholders
- Concern for detail to ensure the accuracy of information
- Ability to use initiative, demonstrating commitment and flexibility
- Self-starter with the ability to work unsupervised

Desirable:

- Strong project management skills
- Strong organisational skills

Our Values



EDT is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT also participates in the Inter Agency Misconduct Disclosure Scheme, and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.