

JOB DESCRIPTION

Post Title: NCT Project Coordinator (Community Hub Investment Programme)		Director/Service/Sector: Northumberland Communities Together		Office Use
Band: Band 7		Workplace: County Hall, Morpeth		JE ref: 3940
Responsible to: NCT Project Manager		Date: June 2021	Manager Level:	HRMS ref:
Job Purpose: To coordinate delivery of Northumberland’s Community Hub Investment programme by providing comprehensive support, particularly with regard to the provision of timely and accurate information, the delivery of a scheme of grants to support community hub development activities and fostering collaborative working with external and internal partners				
Resources	Staff	Direct staff management responsibility for Admin & Project Support Officer, Business Apprentice and other NCT personnel and volunteers where appropriate within project delivery.		
	Finance	Managing the delivery and monitoring of a grants programme, providing reports on programme delivery and monitoring. Responsible for the accurate production and management of data to inform budget setting and monitoring. Contribute to income generation for the unit where appropriate. Handling invoices and accounting for expenditure and income against allocated budgets. Instructing suppliers and contractors to undertake work and or providing goods and services, requesting and assessing quotes and providing instruction and monitoring quality of work and/or delivery. Programme budget of approx. £500k, with grants programme accounting for £170k of the project total.		
	Physical	Intellectual and confidential personal data and sensitive project information. Develop, manage and maintain relevant databases, registers and business systems that support the effective operation of the unit. Maintain and operate key programme and project systems		
	Clients	Partners and VCS organisations across Northumberland, Elected Members, Managers and staff across the Service, Stakeholders and partners in other neighbouring Local Authorities areas involved in the delivery of Community Hub Investment Fund projects.		
Duties and key result areas:				
1. Work with NCT project teams to centrally co-ordinate projects and provide key support in project delivery.				
2. To assist the NCT Project Manager in the overall efficient and effective management of NCT related projects and portfolios, to ensure that stated project aims and objectives are achieved.				
3. Manage partners, providers and commissioned subcontractors, ensuring; on time project delivery, budget management, project reporting, projects meet key performance indicators and subcontractors meet all required safe working and activity delivery standards.				
4. Monitoring grant income payments and matching with performance against revenue and expenditure predictions.				
5. Develop projections of impact generated through grant funding and project delivery activities and report on the achievements throughout the lifetime of the scheme.				
6. Liaise with teams and community partners to ensure timely delivery dates to meet project plans. Ensure receipts and expenditure are accurately coded.				

7. To develop and sustain working partnerships with all appropriate agencies to deliver the aims and objectives of Northumberland Communities Together.
8. Report progress and development against project targets. Reporting must be appropriate to target audience; councillors, department managers, stakeholders and project commissioners
9. To contribute fully to the planning, delivery, monitoring and recording the outcomes of the team's service plan
10. To adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high quality services
11. Participate in training courses on any appropriate aspect of the Northumberland Communities Together services function. Assist with the on-the-job training of all Northumberland Communities Together services staff and volunteers, where necessary.
12. To assist in the processing of funding applications for NCT initiatives, in liaison with the Project Manager, Programme Delivery Lead and the Business Support functions.
13. To liaise on a regular basis with the Project Manager to ensure that appropriate resources are developed to support the delivery of programmes to achieve the Service's stated objectives for Northumberland Communities Together and to ensure that programmes and projects are delivered in the most effective manner.
14. To actively promote the Northumberland Communities Together approach, at local and national levels as appropriate.
15. To develop and maintain robust audit trails for Northumberland Communities Together programmes, and to ensure they are maintained and monitored appropriately.
16. To assist in the collation and presentation of any necessary information during internal and external audits of Northumberland Communities Together Service and/or Northumberland County Council.
17. To manage quality assurance systems for programmes and courses developed and delivered by the Northumberland Communities Together Service.
18. To assist in the production of a suite of SMART objectives, with an underpinning project plan for the Northumberland Communities Together programme and project delivery, which will positively contribute towards the achievement of NCT and NCC strategic objectives.
19. To be responsible for risk and equality impact assessments within the remit of the post
20. To lead or be a member of specialist project teams commensurate with competence.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	The post requires the post-holder to travel to meeting and training venues throughout Northumberland, regional fire and rescue services, and further afield when required
Working patterns:	Full time. Normal office hours, but with flexible working arrangements to meet the demands of the service, which will include some evening and weekend work
Working conditions:	Office based with some off-site working

PERSON SPECIFICATION

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Essential		Desirable	Assess by
Knowledge and Qualifications			
- Degree or an appropriate educational qualification - Relevant management training / qualification - Relevant Health & Safety training / qualification - Training in Equality & Fairness		- PRINCE 2 or similar project management qualification - ECDL (European Computer Driving Licence) or equivalent IT qualification	
Experience			
- Project management - Monitoring funding programmes - Managing staff and stakeholders - Highly skilled at working in a programme support role - Considerable experience in a similar role covering a broad range of support tasks and procedures - Experience in using office applications on a personal computer including Microsoft Office, Google Suite and bespoke databases - Telephone experience including dealing with people in difficult situations		- Mentoring in the workplace - Work with community groups. - Producing funding applications - Working with the voluntary sector. - Managing groups meeting and briefings	
Skills and competencies			
- Able to apply good project and programme management methodologies and approaches - Able to apply the principles of risk management - Ability to research and interpret data relating to community risks - Good written and verbal communication skills, with basic IT skills. - Ability to meet deadlines, prepare reports, monitor trends and initiate action. - Ability to produce and implement a strategy to achieve stated objectives - Able to liaise effectively with people at all levels. - Able to organise and prioritise tasks and work under pressure. - Able to set and monitor own work standards. - Be a conscientious and reliable worker, of good character and able to maintain confidentiality. - Able to demonstrate leadership qualities and the ability to motivate others.		Knowledge of local government arrangements within Northumberland.	

• Able to co-ordinate and supervise the work of a team. • Able to demonstrate a fair and unbiased attitude.		
Physical, mental and emotional demands		
• Commitment to the culture of continuous improvement and the provision of a quality service to customers. • Fully committed to the principles and values underpinning the integration of all Northumberland Communities Together activities across NCC and VCS landscape in Northumberland		
Other		
• To be able to meet the transport requirements of the post.	• Active involvement in National or Local Fire Service Organisations.	