

## **Job Description**

**Job Title:** Programme Coordinator ( L4 Apprenticeship)

**Reports to:** Head of Supporter Development

**Location:** Home based

### **Purpose**

To support the programme and project management of and organise the day-to-day coordination of activities across the business streams within the Shaw Trust Foundation and alignment with Shaw Trust Group business streams to ensure actions are delivered on time and in scope, while working towards a L4 Associate Project Manager apprenticeship.

This role will support and coordinate relationships across the team, colleagues across Shaw Trust and with wider stakeholders, supporting the Foundation Advisory Board and collaborative working with partners as we pilot and prototype projects supported by the Foundation.

### **Main Duties and Responsibilities**

1. Schedule, coordinate and monitor all project activity, providing regular project updates and ensuring that all relevant stakeholders are communicated with.
2. Create, maintain and update a comprehensive suite of project documentation as required.
3. Support the development of business cases as required, including benefits management.
4. Provide administrative support for Foundation activity and projects , including management of Foundation business processes.
5. Develop relationships with key project team members and wider stakeholders to ensure the smooth and timely delivery of any planned activity.
6. Provide reports on project progress and coordinate the preparation of papers and reports as needed for the Foundation Advisory Board, Trustees and external partners.
7. Coordinate due diligence and contracting requirements and ensure this is conducted in line with Shaw Trust business processes.
8. Monitor and produce reports on funding spend and social impact in relation to Foundation projects.
9. Contribute to quality management plans and coordinate continuous improvement activities including lessons learned reviews.
10. Identify risks and potential delays to Foundation activity.
11. Maintain accurate records and ensure data integrity of systems used.

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p style="text-align: center;"><b>Person Specification</b></p> <p style="text-align: center;"><b>Job Title: Programme Coordinator</b></p> <p style="text-align: center;">(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Able to work towards and achieve the Level 4 Associate Project Manager apprenticeship (E)</li> <li>• Knowledge of Microsoft Project (D)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Understanding of the principles and frameworks of successful project management (D)</li> <li>• Experience of delivering projects on time (E)</li> <li>• Experience of working with a variety of stakeholders (E)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Ability to work effectively as part of an integrated team and also work using own initiative when required (E)</li> <li>• Ability to influence others (E)</li> <li>• Demonstrable commitment to achieving results and improving performance (E)</li> <li>• Excellent organisational and time management skills with the ability to respond flexibly to changing demands (E)</li> <li>• Demonstrated capability for problem solving and decision making (E)</li> <li>• Excellent IT skills, including familiarity with Microsoft Office software and previous experience of working with databases (E)</li> </ul>
<p><b>Personal qualities, communicating and relating to others</b></p> <ul style="list-style-type: none"> <li>• Excellent communication and presentation skills (E)</li> <li>• Demonstrates a passion to further the charitable aims of the organisation and acts with integrity (E)</li> <li>• Motivated to learn and develop (E)</li> <li>• Good at building relationships with both internal and external stakeholders (E)</li> <li>• Ability to use initiative when required and take a problem solving approach to work tasks (E)</li> <li>• Ability to work well as part of a team and independently when required (E)</li> </ul>

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at a Basic level (E)

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)