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**Data and Community Programme Co-ordinator**

**Working Pattern: 35 hrs per week (occasional ‘out of hours’ work may be required) 40 weeks per year**

**Salary: £23,000 pa**

**Location: Bolton**

Main objectives of the role: to efficiently and effectively co-ordinate and report on funded programmes and services that support the wellbeing of the community. To record, monitor and report on the performance and outcomes of the programmes and staff team. Develop a communication strategy. Liaise with partners and participants to help to shape programmes to enable additional and continuity funding to be obtained.

**Job Description**

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| 1. | Proactively shape and develop the programmes to meet the needs of all stakeholders |
| 2. | Organise the scheduling of services, including inviting participants. |
| 3. | Co-ordinate the day-to-day administration of community programmes |
| 5. | Liaise with the wider Raise team, to co-ordinate referrals and joint working practises |
| 5. | Support the delivery team by co-ordinating, recording, monitoring and reporting of assessments, delivery plans and outcomes |
| 6. | Record, monitor and report on outcomes. |
| 7. | Support the partnership, in relation to recording on VIEWS. |
| 8. | Support the Head of Targeted Support, to develop marketing and promotional materials |
| 9. | Manage risk assessments, ensuring that these are in place prior to delivery |
| 10. | Work with partners, parents/carers and communities to build trust to improve outcomes |
| 11. | Thoroughly understand and document the support networks within Bolton (and relevant areas) and signpost appropriately |
| 12. | Oversee referrals for example to Early Help services |
| 13. | Contribute to the social media strategy- promoting the programmes |
| 14. | Provide administrative support for funding applications |
| 15. | Ensure that all safeguarding policies and practices are disseminated to relevant parties |
| 16. | Follow all aspects of GDPR and data sharing protocols |
| 17. | Undertake appropriate training and CPD, including self-directed |
| 18. | Undertake other tasks commensurate with the role |

**Person Specification**

**Skills and Competencies- experience of**

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|  | Microsoft Office, particularly Word, Excel and Outlook |
|  | Managing social media output |
|  | Co-ordinating and managing support programmes |
|  | Promoting services and generating referrals |
|  | Working with young people and communities with complex social or emotional needs |
|  | Working with looked after children, those on the edge of care and/or the criminal justice system |
|  | Reporting on outcomes in an appropriate format for different stakeholders |
|  | Monitoring performance of the services and working to continually implement improvements |
|  | Creating risk assessments and dynamically reviewing risk |
|  | Liaising with other agencies and support organisations |

**Personal qualities**

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| 1. | Excellent organisational skills |
| 2. | A strong team player, able to work with staff in the organisation with differing priorities and from different disciplines |
| 3. | Excellent communication skills- written and spoken |
| 4. | Ability to manage conflicting priorities and work to deadlines |
| 5. | Comfortable working young people and families with challenging behaviours. |
| 6. | Willingness to take responsibility for own learning including partaking in own CPD. |
| 7. | Flexible and adaptable to the needs of participants and the service. |

**Knowledge/Experience/Qualifications/Training etc.**

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| 1. | Good level of literacy and numeracy- Min Grade A\*-C GCSE |
| 2. | Degree level education in a subject with significant data and report writing elements |
| 3. | Experience of working with data bases from which to formulate reports |
| 4. | Thorough understanding of safeguarding |
| 5. | Experience of targeted interventions for young people and families |
| 6. | Experience of team working, with multi-disciplinary professionals |
| 7. | Good practical working knowledge of ICT and its applications, including monitoring and recording. |
| 8. | An ability to form positive working relationships with colleagues, young people, parents, carers and statutory bodies. |
| 9. | Working knowledge of relevant policies and codes of practice and legislation, particularly safeguarding and GDPR |
| 10. | Experience of working on youth or community programmes (desirable). |

Please return the application form to [mohini.wadher@raisetheyouth.co.uk](mailto:mohini.wadher@raisetheyouth.co.uk)