

Job Title: Programme Co-ordinator

Location: Home based, travel throughout the UK is an integral part of the role.

Contract type: Fixed Term for 12 months with potential to be extended.

Hours per week: 37 hours a week

Salary: £35,000 - £40,000 per annum

Reporting to: Director with a reporting expectation to funder



Job Purpose:

Amazing Communities Together (ACT) exists to bring people and communities together to influence scalable positive change. We champion and support grassroots decision-making; creating opportunities for our community network to use their collective experience to support neighbourhoods and not for profit organisations around the country to become involved in community led development.

ACT is a legacy organisation, born from the radical Big Local programme which is funded by The National Lottery Community Fund and managed by Local Trust to fund 150 areas across the UK to embark upon resident-led change.

The ACT group, which is in transition from a network of willing and enthusiastic Big Local representatives to a registered CIO, has a vision to support a network of resident-led community groups through collaboration, networking, learning, advice and support, to contribute to a vision of the future with:

- Better connected regions with an increased sense of community
- Reduced inequalities to create a level playing field for all
- More funding and investment in communities

At this stage in our start-up journey, we are looking to bring in a dynamic and tenacious Programme Co-ordinator to play a pivotal role in establishing the CIO, developing ACT as an organisation and enabling the growth of a strong and cohesive network of resident-led community groups in the longer term.

Our Programme Co-ordinator will be confident working alongside an active Board and experienced in collaborating with funders. They will have managed stakeholder relationships and be comfortable connecting meaningfully with members of diverse and vibrant communities. They will be a “roll-your-sleeves up and get stuck in” type of individual with the ability to self-manage and work autonomously, whilst balancing the need to bring others along for the journey.

Key Responsibilities:

- Develop, nurture and grow a strong and cohesive national membership network; listening to the needs of each area and considering how these might be best responded to by ACT.
- Assist in developing the ACT Board’s comprehensive understanding of the support needs, barriers and aspirations of our membership communities in coastal, rural and urban areas within our regional distribution.
- Collect data, feedback and gather necessary information to support the ACT membership support offering.

- Scope and develop a programme of networking, consultation, training and engagement activities exclusively for members that overcome barriers and support sustainability.
- Launch online initiatives to create cohesion, encourage collaboration and develop professional skills of members, including a networking platform and monthly bitesize training in close collaboration with ACT Board and Local Trust colleagues.
- Raise community awareness of the ACT agenda, support and priorities by developing a communications strategy and action plan that will attract, engage and unite all ACT/Big Local areas and potential members, to include the creation and collation of publicity materials and social media content.
- Ensure all relevant communities and interested stakeholders understand how they can engage with, and receive help from, ACT.
- Support the development of a fundraising strategy and delivery plan for ACT, collaborating with, and encouraging feedback from all key stakeholders and Local Trust.
- Plan, attend and actively contribute to ACT Board meetings and working groups, ensuring the timely production and circulation of papers and work plan reports to support the work of the Board.
- Support the operations of the CIO for the business to operate compliantly, ensuring that the appropriate financial systems and business processes are in place and adhered to.

General Duties:

- Activity which may reasonably be regarded as within the nature and the duties and responsibilities of the post as required by the ACT Board.
- Promote and follow ACT Diversity and Inclusion policies, establish activities which foster good relationships across all ages, races, faiths and gender, and which develop mutual respect and celebrate diversity.
- Carry out duties in a respectful, professional and appropriate manner.
- Identify and undertake training and development deemed necessary for the post.
- Partake in a flexible working pattern that may involve some evening and weekend work.

Person specification:

Relevant experience	Experience working in a community organisation in a Programme or Project Manager capacity.
	Delivering projects including taking work through from initial ideas to execution
	Co-ordinating and prioritising project work and resources
	Working with a range of stakeholder, funders and in diverse communities.
	Awareness of the issues facing local government and the both the public and private sectors (D)
	Awareness of the financial management processes within external funding and the public sector (D)
Skills	Self-motivated and ambitious with an openness to ideas and opportunities
	Ability to work on your own initiative as well as in close collaboration with colleagues

	Aligning work with the wider organisational processes and procedures
	Challenging in a constructive and helpful manner
	Outstanding verbal, written and data analysis/presentation skills
	Influencing and problem-solving
	Interpersonal skills and sensitivity to the needs of others
	Commitment to cause and an ability to support and inspire people to mobilise
	Ability to coach and mentor volunteer CIO directors
Personal attributes	Excellent listener
	Well-developed problem-solving skills

Flexibility:

This job description is indicative of the range of current duties and responsibilities for the post, it is not comprehensive. It is inevitable that the duties will change to reflect organisational change and it is essential therefore that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder. The job description for this post will be reviewed annually.