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| **Job Description** |

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| **Job Title:** | Project Co-ordinator – Building Recovery in Communities (BRIC) |
| **Salary:** | £29,500 to £31,500 FTE (Subject to Funding) |
| **Hours of work:** | 22.5 - 30 hours per week (we are accepting applications from candidates wishing to work between 22.5 and 30 hours per week) |
| **Responsible to:** | Director of Services (Projects) - On an interim basis |
| **Responsible for:** | Nil staff |
| **Job Purpose:*** To support the development of the Rotherham Recovery Community (RRC) including peer-led recovery networks, forums and events and a Lived Experience Recovery Organisation (LERO).
* To co-ordinate the Rotherham Recovery Community VCS Grants, including management of grant funding application process, stakeholder panels, provider monitoring and evaluation.
* To support the ongoing evaluation of the project, its outcomes, and securing a sustainable model for the future.
* To lead on the coordination of a peer-led research project with an academic partner to examine women's experiences and views of drug and alcohol treatment options in Rotherham.
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| **Main Duties and Responsibilities**1. To produce documentation, guidance and milestone plans for Recovery Community Grant funding rounds.
2. To plan and coordinate stakeholder involvement in Recovery Community Grant funding developments and decisions, along with the Programme Manager.
3. To oversee the completion of any grant funding round in line with the Programme and VAR finance policies and procedures.
4. To build relationships with existing and new grant-funded VCS organisations, supporting them to become engaged members of the Rotherham Recovery Community – e.g. attending relevant meetings, networking and celebration events.
5. To regularly monitor grant-funded provision, identify any risks or potential issues with delivery and work with providers to prevent and overcome these.
6. Maintain accurate and timely reporting on grant-funded activities in line with the Programme requirements.
7. To support the Programme Manager with wider programme monitoring requirements and reporting against the programme KPIs.
8. To support the Programme Manager with coordination, preparation for and delivery of Recovery Community events.
9. To support the Programme Manager with the development of the Rotherham Recovery Community (RRC) including peer-led recovery networks, forums and events and a future Lived Experience Recovery Organisation (LERO).
10. To lead on the coordination of a peer-led research project with an academic partner to examine women's experiences and views of drug and alcohol treatment options in Rotherham.
11. To plan and coordinate the involvement of peers in the research project in line with the requirements and ethics of the academic partner.
12. To identify and support suitable peers to participate in the research project.
13. To champion best-practice in the equitable-involvement of peers in the research project through coproduction of the research methods, ethics and logistics.
14. To plan, coordinate and deliver a celebration event to recognise the contribution of peer-researchers and celebrate the achievement of the research project with the academic partner.

**General Duties and Responsibilities**1. Work with your line manager to undertake continual personal and professional development, taking an active part in reviewing and developing the roles and responsibilities.
2. Work with your line manager to access regular supervision, to enable you to deal effectively with the difficult issues that people present.
3. Work as part of the team to seek feedback, continually improve the service and contribute to business planning.
4. Attend and contribute to team meetings, other relevant internal and external meetings where necessary.
5. Communicate professionally when dealing with other agencies and partners.
6. To undertake any roles or tasks that are consistent with the level of the post and fall within the scope of the role, thereby ensuring that the overall business and operational priorities of the RC are delivered in a timely and effective manner.
7. Ensure confidentiality around RC members is always maintained.
8. The general core hours are Monday to Friday 9-5, but due to the nature of this role some evening and weekend work will be required.
9. Carry out role adhering to the VAR policies, procedures, values and code of conduct, and with a recovery orientated, trauma informed, equalities-based approach to eliminate discrimination.

**Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also, the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.** |
| **In addition** to undertaking the duties as outlined above, the post holder will be expected to fully adhere to the following: **1. Equality** Act in accordance with the organisation’s Equality Policy, which is designed to prevent discrimination of any kind, and ensure equality of opportunity is a key principle that is continually embraced.**2. Operational** Ensure that all duties are carried out in line with the organisation’s health and safety, operational, performance management, personnel, data protection, and financial regulations policies and procedures.**3. Corporate Image**Adopt a professional image at all times. Adhere to and understand working practices as part of a quality assured organisation.**4. Confidentiality**Maintain absolute confidentiality with regard to the organisation’s information and procedures, in particular following guidelines set for Information Governance and General Data Protection Regulations. |

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| **Person Specification: Project Co-ordinator (BRIC)**  |

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and candidates lacking these attributes will not be considered for the post.

The points detailed under “Desirable” are additional attributes to enable the applicant to perform within the post more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

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| **Personal skills/characteristics** | **Essential** | **Desirable** | **Method of Assessment** |
| **Experience** |   |   |   |
| Relevant project management experience  | **P** |   | AF / I / R |
| Experience of working with partner organisations including statutory agencies and VCS organisations  | **P** |  | AF / I / R |
| Working with a diverse range of partners and stakeholders within a complex environment  |  | **P** | AF / I / R |
| Experience of managing small grants programmes/commissioning services  | **P** |   | AF / I / R |
| Experience of working directly in an adult health or social care context, including in substance misuse services |  | **P** | AF / I / R |
| Experience of working in the Voluntary and Community Sector (VCS)  | **P** |  | AF / I / R |
| Experience in Asset Based Community Development (ABCD) |   | **P** | AF / I / R |
| Experience of peer-led, community-based research projects |   | **P** | AF / I / R |
| **Qualifications and Training** |   |  |   |
| Good standard of general education  | **P** |  | AF / C |
| Professional management qualification in a relevant field or profession (or equivalent)  |  | **P** | AF / C |
| Ability to demonstrate continuous improvement and self-development  | **P** |  | AF / I / R |
| **Special skills/knowledge** |  |  |  |
| Knowledge of wider determinants of health including social, economic and environmental factors  | **P** |  | AF / I / R |
| Knowledge of the complexities involved in working within the statutory sector and across partnerships | **P** |  | AF / I / R |
| Understanding of the importance of involving VCS groups in improving outcomes for communities and individuals | **P** |  | AF / I / R |
| Up-to-date knowledge of policy developments and issues relating to Asset Based Community Development and community research  |  | **P** | AF / I / R |
| Strong time-management & effective prioritisation skills  | **P** |  | AF / I / R |
| Strong oral and written communications skills, including the ability to present information and data clearly  | **P** |  | AF / I / R |
| Excellent attention to detail and accuracy in written information, reports and data reporting  | **P** |  | AF / I / R |
| Good working knowledge of MS Office or equivalent packages including Outlook, Word, Excel and PowerPoint  | **P** |  | AF / I / R |
| Knowledge of financial procedures, terminology and reporting  |   | **P** | AF / I / R |
| **Personal Qualities** |  |  |  |
| Ability to maintain effective working relationships and a positive attitude towards collaborative work with peers, colleagues and partners  | **P** |  | AF / I / R |
| Commitment to developing and delivering quality services to VCS groups and RRC members  | **P** |  | AF / I / R |
| Ability to establish personal credibility with a range of stakeholders, both internally and externally  | **P** |  | AF / I / R |
| Ability to analyse data and information in order to produce reports and intelligence and disseminate in an appropriate manner according to audience  | **P** |  | AF / I / R |
| Ability to work flexibly and enthusiastically within a team or on own initiative  | **P** |  | AF / I / R |
| Drive and resilience | **P** |  | AF / I / R |
| **Personal circumstances** |  |  |  |
| Willing to work flexible hours when required to meet work demands  | **P** |  | I |
| Attendance at meetings outside normal working hours  | **P** |  | I |
| **Physical requirements** |  |  |  |
| Access to own transport and/or the ability to travel to various locations as part of the role as required  | **P** |  | I |

**Key:** AF = Application Form; I = Interview; R = Reference; T = Test; C = Certificate