

FINAL 4 June 2018

Creative Civic Change Programme Co-ordinator

Purpose of the role: The purpose of the role is to contribute to the the set-up, and subsequent delivery and monitoring of, the Creative Civic Change programme which is a partnership between the Big Lottery Fund, the Calouste Gulbenkian Foundation and the Local Trust.

Job description (key duties)

1. Help to set up the programme, working with the Programme Designer, ensuring that appropriate systems are in place to support its delivery.
2. Act as the first and main contact for queries about the programme.
3. Support the grants panel in making their decisions about funding.
4. Administer the grants element of the programme (making offers and approving payments, checking progress and responding to issues, requesting and assessing spend and monitoring reports).
5. Develop contacts with and maintain communications with those we fund through the programme providing appropriate advice and guidance.
6. Manage contractors for the programme for example, support providers or evaluators.
7. Support the learning and networking element of the programme.
8. Undertake monitoring visits to participating areas.
9. Convene and report to programme partners about progress against the plan and issues and challenges emerging in delivery.
10. Develop good working relationships with a range of key external stakeholders to support the effective delivery of the programme.
11. Service the programme advisory group, producing agendas, minutes and papers.
12. Assist in the organisation of a variety of events to support and promote the programme and the learning that emerges from it.
13. Any additional tasks the role may reasonably require

Person specification:

Knowledge and experience

1. Experience of delivering a similarly complex funding programme involving both grants and contracts.
2. Experience of community development or empowerment approaches or related practices.
3. Experience of working in or with arts or creative organisations or projects/arts projects in community settings.
4. Experience of working in partnership or multi-agency consortia.
5. Experience in financial planning, monitoring and review.
6. Experience in carrying out assessments on funding proposals including due diligence.
7. Experience of people management, including staff, consultants and organisations receiving delivery grants or contracts.
8. Relevant degree/professional qualification or equivalent work experience.

Skills and abilities

9. Excellent communication skills (including writing skills) and the ability to produce reports and materials for a wide range of stakeholders, to a high standard

10. Ability to maintain and develop appropriate databases and programme systems to ensure effective monitoring and reporting
11. Thorough understanding of community development policy and implementation
12. Ability to prepare, monitor and review budgets and work plans
13. Competence in the use of information technology, social media and software (including MSOffice and grant/funding management software, maintenance and development of databases) and an understanding of its potential uses in managing and communicating about Big Local

Personal attributes

14. A team player, open to learning and supporting others.
15. Cares about quality of work, takes pride.
16. Can work with autonomy and use initiative.
17. Able to rely upon own judgement and knows when to seek further assistance.
18. Has a 'can-do' and proactive approach to service delivery, willing to go the extra mile.
19. Able to deal with multiple projects and determine priorities.
20. A commitment to equality and diversity.
21. A willingness to work occasional evenings and weekends and travel as required.

Terms and conditions

Local Trust will employ the post holder. The post will be based at the Local Trust office in London near Borough tube.

Salary

Annual salary for the role is between £26,000 and £35,000 dependent on experience. Other staff benefits for this role includes time off for volunteering (two days per annum) and interest-free travel season ticket loan.

Pensions

There is a salary exchange pension plan, with an employer contribution of 10%.

Hours

The full-time hours of work for this post are 36 per week (excluding lunch breaks). Fixed hours are not appropriate to this position. The actual hours worked will be determined by the duties and responsibilities of the post but will usually be during normal office hours, Monday to Friday. You are not eligible for overtime pay, but you may take time off in lieu of extra-long hours worked.

Holidays

25 days' annual leave, plus public holidays. Annual leave increases by one day per year, up to a maximum of 30 days, after two years' service. The office is also usually closed between Christmas and New Year.

Probation

This is a permanent post subject to the successful completion of a six-month probationary period. During this time your performance will be reviewed. At the end of the period, you will either be confirmed in post, the probationary period extended (up to 12 months in total) or in the case of unsatisfactory performance your employment will be terminated.

Notice

During the probationary period, and after satisfactory completion of the probationary period, notice is three months on either side.