

## North East Community Improvement Partnership

### Extended Services Co-ordinator

This is an exciting opportunity to work with the 7 schools, their community partners, parents, children and young people in the North East Community Improvement Partnership

- Secondment opportunity to 31<sup>st</sup> March 2011 (you will need to seek permission from your employer/line manager)
- Hours: 0.4 fte (2 days/15 hours per week)
- Responsible to: NECIP Manager
- Salary: Band 7 (£22,221 - £26,276 pro rata for 0.4 fte)

### Role Description

#### **CORE PURPOSE OF POST:**

To support the work of the NECIP, including specific areas of the local delivery plan, in particular the commissioning of after school and holiday activities, consultation with families, children and young people and overseeing youth club development.

#### **MAIN RESPONSIBILITIES**

##### **Partnership:**

- To maintain a good working knowledge of all partners, schools and their services within the partnership.
- To support the development of specific projects within the local delivery plan.
- To be responsible for smaller projects within the local delivery plan, this includes researching, co-ordinating and evaluating their impact, managing budgets as set by the partnership manager and feeding back to the partnership steering group.
- To develop, inform and coordinate the work of specific working groups, ensuring that all partners are able to contribute and work effectively in a multi- agency environment. With the aim to ensure the needs of local children, young people and their families are met in a joined up and coherent way.
- To supervise the organisation of events within the partnership, ensuring that venues have been researched, terms have been negotiated, bookings are collated and participants are notified.
- To represent the partnership at multi- agency meetings across the NECIP locality. This has three functions, to ensure the work of the partnership is disseminated locally, to gather information about other local services and enhance knowledge to support the work of the four working groups.

- Promote the multi-agency/multi-professional nature of the CIP's work and to support and facilitate effective joint working across all partners.
- Maintain clear, effective and age appropriate channels of communication with children, young people and their families.
- Maintain a good knowledge base of relevant local, regional and national policy and keep up to date with any change in policy within extended services
- To give feedback on consultation, quality and gaps in services, and parental views to the partnership steering group.
- To be aware of all extended services projects currently running or being developed across Portsmouth. To work with the NECIP schools to record up to date information centrally.
- Be involved in collecting and analysing data to prove services developed are meeting the CYPP and Every Child Matters outcomes.

#### **Communication:**

- To support communications for the NECIP. This involves being responsible for coordinating the partnership's communications, including e-bulletins and producing marketing material for a variety of different audiences.
- To take responsibility for researching local information, services and facilities to ensure the website is an effective and up to date signposting tool for local children, young people and their families.

#### **NECIP Team:**

- To provide high quality, professional assistant and support to the NECIP Manager.
- To deputise for the NECIP Manager at a local level when required.
- Supervise the CIP's administration, ensuring databases, contact lists and working files are up to date.
- Be aware of health and safety, safeguarding children, risk assessment procedures relating to the CIP's work
- Be responsible for regular risk assessments on premises, associated sites and activities organised by the CIP.
- Be responsible for the safe custody of monies received and held on CIP premises.

## **Person Specification**

### ***Essential***

- Excellent interpersonal skills, courteous, well-mannered, articulate team player.
- Ability to communicate, effectively, both orally and in writing, coupled with good listening skills to a range of partners
- Ability to communication with children, young people and their families.
- Ability to produce accurate and timely reports for a range of different audiences
- Ability to work in a multi-agency environment
- Good organisational, planning and follow through skills
- Excellent administration skills, filing, managing a busy diary etc.
- Attention to detail is critically important
- An experienced and creative multi-tasker
- Enthusiasm, commitment and drive
- Experience & knowledge of coordinating a variety of communication methods
- Strong computer skills, Word/Excel/PowerPoint/Email/Internet/Databases
- Strong research, evaluation and monitoring skills
- Ability to exercise discretion and maintain confidentiality
- Have the ability to manage time effectively and independently work to deadlines
- Ability to anticipate what needs doing next
- The ability to work individually or as part of a team

### ***Desirable***

- High energy individual with assertive nature
- Ability to work flexible hours in a variety of locations

## **Qualifications & Experience**

### ***Essential***

- Have working knowledge of North East Community Improvement Partnership
  - Experience of working in a multi-agency environment
  - Educated to level 4 standard (or above)
  - Project administration experience
  - Understanding of communications and PR
  - Understanding of the Every Child Matters outcomes and Extended Services agenda
- 