

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

## **Programme Co-ordinator**

### **Economic Growth and Inward Investment, Place and Economy**

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

## **Purpose and impact:**

1. To use professional skills, knowledge and experience to ensure the professional delivery of the South Midlands Connect to Work programme which seeks to tackle worklessness in the most disadvantaged communities in the labour market. The programme will require alignment of employment, training, and health activity to ensure positive outcomes for participants.
2. To co-ordinate and monitor the delivery of the employment support offer across the South Midlands acting as a key connector to services in the Council and those delivered by partners to deliver positive employment outcomes for residents and businesses.
3. To deliver the programme induction and training programme required to ensure consistent and quality delivery of the programme.
4. To support the development, delivery and quality of the Connect to Work Programme, including monitoring performance of partners and contractors and ensuring adherence to fidelity assurance assessment model.

## **Accountable to:**

Reports to: Programme Contract Manager

## **Responsibilities:**

1. Through professional skills and experience ensure the accuracy, quality and standardisation of specific activities and workstreams, analytical and statistical work, and to assist in the preparation of information and high accuracy reporting to support the objectives of the programme in line with the funding agreement.
2. Support the management of commissioned service providers to ensure programme outputs and quality standards are met, and that in-house and commissioned services are integrated effectively across the programme.
3. Coordinates and delivers a range of staff training and awareness across the South Midlands to ensure high standards of frontline team.
4. Coordinates and delivers a range of activities, events and support for for the Connect to Work programme to ensure delivery of commissioned and grant funded work including financial claims.
5. Actively engage and build collaborative working partnerships with key delivery partners and stakeholders.
6. Maintains continual professional development in order to provide internal and commissioned professional and specialist services as directed by line manager and ensure compliance with national legislation.
7. Support the coordination and oversight of programme financial data, including the collection, validation, and analysis of complex datasets related to outputs and financial claims.
8. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems

and applications.

10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

**(A)** Application Form, **(T)** Test, **(I)** Interview, **(P)** Presentation, **(D)** Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

<b>Skills and abilities:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Excellent computer literacy including a good working ability to use social media platforms, web editing, office applications and programme related databases.	Essential	A, I
Strong advocacy, communication and relationship-building skills with a wide range of stakeholders.	Essential	A, I
Ability to identify, select and present accurate information in the most appropriate form for a diverse range of audiences.	Essential	A, I
Budgetary functional skills including management of monitoring & reporting on budgets.	Essential	A, I
Excellent attention to detail and ability to process and analyse complex data sets	Essential	A, I
Ability to organise, prioritise and work autonomously, meet targets and manage tasks with limited resources and time.	Essential	A, I
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential	A, I

<b>Knowledge:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Knowledge of project and programme management methodology.	Essential	A, I
Knowledge of web publishing, social media platforms and information databases.	Essential	A, I
Awareness of Information Governance, Data Protection & confidentiality issues.	Essential	A, I
An understanding, knowledge or experience of supported employment programmes – including IPS (Individual Placement Support) and SEQF (Supported Employment Qualities Framework)	Desirable	A, I
Experience of working within Local Government and the understanding of decision-making processes & structures.	Desirable	A, I
Understanding of policy relating to skills and economic development and the issues and barriers to employment faced by people with complex health issues.	Desirable	A, I
Knowledge of Fidelity Assessment process	Desirable	A, I
Understanding of government auditing processes and experience of managing financial audits.	Desirable	A, I

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Experience of Project Management.	Essential	A, I

Experience that shows the ability to prioritise individual workloads to meet business as usual activity and ad-hoc project work.	Essential	A, I
Experience that evidences ability to present information and communicate with a variety of different stakeholders.	Essential	A, I
Experience of working within project teams, providing secretariat support and monitoring outputs and performance to defined guidance and deadlines.	Essential	A, I

<b>Education, training and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Degree or Project Management Qualification (Prince2, Agile, Lean, AMP) or equivalent relevant experience	Essential	A, I
Evidence of continuous professional development	Desirable	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37 hours	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	Professional Support Band 07	<b>Worker type:</b>	Flexible
<b>Salary range:</b>	£39,190 – 41, 747	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

