

- Coordinator - Herefordshire and Worcestershire Infrastructure Consortia 20 hrs per week

Title: Consortia Coordinator – (20hrs a week)

Purpose: The two Herefordshire and Worcestershire Infrastructure Consortia (HIC & WIC) exist to improve the quality, reach and effectiveness of the support services provided to front line voluntary and community organisations locally. The consortia are made up of the main voluntary and community sector support organisations active in the two counties.

The coordinator will drive and support the development and day to day delivery of the activities of HIC and WIC.

Location: Community First's Malvern office

Responsibility to: Development Manager Performance & Learning

Activities: To coordinate the business of HIC and WIC and specifically to;

1. Prepare work plans, strategic documents and reports as directed. Track and report on progress
2. Contribute to business development in response to needs identified, produce draft proposals with budgets for discussion with partners
3. Develop and draft applications for funding. Contribute, with direction, to the development, negotiation, monitoring and performance of projects.
4. Work with the Performance Manager and administrative staff to maximise consortia performance.
5. Carry out publicity work and awareness raising on behalf of the consortia, support the implementation of their respective marketing strategies
6. Oversee the Consortium Development grant budget day to day
7. Work closely with the Chairs, accountable body and administrative staff to support communication for partnership members and stakeholders and ensure the dissemination of information and updating of websites
8. Produce accessible papers and articles to keep people informed of policy development and also to influence strategy and policy makers
9. Under the guidance of the chairs co-ordinate consultation activities between partners, providing summaries and briefings and compiling responses and provide verbal update reports on HIC and WIC activities as required

10. As directed by the consortia chairs and/or the accountable body, work with delivery partners to address difficulties, issues and risks
11. Conduct desk research on specific policy areas to better inform partners
12. Keep an overview of work in progress at the consortia and activities of the Hubs and subgroups and ensure effective links are made between projects
13. Liaise with contributors to meetings to clarify expectations. Organise events and oversee arrangements as needed.
14. Maintain log of the key and core documents for HIC and WIC and see that these are reviewed and updated systematically
15. Support the consortia members in keeping abreast of ever changing external environments relating to infrastructure and voluntary and community sector policy and strategy
16. Maintain professional reputation of self, the consortia and all members and partners and pursue good constructive long term relationships

General

- Operate within the agreed policies and procedures of Community First and actively engage in their delivery
- Carry out all work with due regard to Community First equal opportunities policies and procedures.
- Promote Community First's Values and reflect them in working practices
- Undertake appropriate training and skills development as might be identified to fulfil the requirements of the role
- Participate in staff training and development as required
- Ensure that movement and diary commitments are updated on a regular basis.
- Ensure that work carried out is in accordance with Community Firsts written procedures

Particular duties and responsibilities may vary from time to time without changing the general character of the duties or level of responsibility entailed. The post holder may therefore be required to pursue activities other than those specified above.



Person Specification

Attribute	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven experience working in and supporting the development of voluntary and community sector • Experience of financial planning and overseeing budgets • Supervisory experience/experience of co-ordinating staff • Track record of successful and effective partnership working • Experience of business planning and costing projects • Experience working in a changing environment and meeting the needs of a variety of partners. 	<ul style="list-style-type: none"> • Experience working in a policy field. • Experience of contract management and tendering processes
Know How and Skills	<ul style="list-style-type: none"> • Educated to degree/NVQ 4 or equivalent • Care and attention to detail. Excellent communication skills, written and verbal • Commercial awareness • Awareness of community and rural development issues, diversity and social inclusion • A sophisticated approach to balancing the perspectives of individual partners and the partnership • Ability to present written reports to a professional standard • Ability to communicate complex ideas and concepts to a non-technically specialised audience • Creative problem solving and diplomacy skills • A positive “can do approach” to the work • Ability to present a professional image • Basic IT skill – internet, word-processing, email and spreadsheets • Proficiency in the use of electronic tools, web sites, email alerts etc 	<ul style="list-style-type: none"> • Strategic awareness and an understanding of local political and social environment and structures. • Ability to make presentations of information to small and large groups using appropriate methods
Any other factors	<ul style="list-style-type: none"> • Commitment to equal opportunities and inclusive practice • Access to Independent transport arrangements 	