

Job Description

JOB TITLE	Programme Coordinator
Salary grade	4A (£24,816 starting salary)
Hour	37
Contract type	6 month contract with the potential to be extended
Department	LiveWell
Responsible to	Programme Delivery Manager

1. Main Purpose

At SYHA, we are leading Sheffield's Ageing Better programme; a £6m Big Lottery funded initiative to reduce loneliness and social isolation for people over 50. We're looking for a Programme Coordinator to work with our Delivery Partners to support effective project delivery. We currently have 10 fantastic projects which are being delivered across Sheffield and you can find more about each project by visiting: <https://www.agebettersheff.co.uk>.

The successful candidate will work closely with our Delivery Partners to support them to deliver their projects effectively. This will include meeting with partners regularly to work on their approach to coproduction, to ensure that projects leave legacy and to engage with other partners and across the city. It will also involve keeping partners up to date on news and information. The role will lead the engagement strand of the Age Better in Sheffield programme which will look to ensure that the programme is engaging with relevant stakeholders and events across the city to increase awareness of the programme, increase referrals and achieve programme outcomes.

2. MAIN TASKS AND RESPONSIBILITIES

- Successfully plan, deliver and evaluate projects with a range of stakeholders
- Run multiple projects concurrently, managing workload efficiently
- Make links with organisations in the statutory, voluntary, community, faith & private sector
- Work collaboratively with commissioners across the region to identify opportunities for joint working

- Use various platforms to market, communicate and promote co-design and improvement
- Maintain and operate evaluation monitoring systems
- Work with underrepresented groups to increase participation and lead targeted engagement activity to reach specific groups
- Contribute ideas and solutions to new learning and development activities and initiatives
- Take responsibility for the ongoing quality assurance and ensure this is modified and updated as a result of impact feedback from participants or as a result of local & national research.
- Maintain links with partners both internally & externally as required by the Programme Lead.
- Plan and coordinate volunteer resources
- Manage and deliver training sessions and workshops
- Undertake administrative duties as needed
- Provide challenge and act as a critical friend to ensure SYHA is delivering best practice in regards to equality and diversity
- Ensure that SYHA's diversity aims are reflected in all work carried out

3. MISCELLANEOUS / SCOPE

- To take part in any training and development relevant to the post.
- To work in accordance with the Association's Equal Opportunities policy.
- To attend supervision with you line manager as appropriate.
- To perform any other duties as directed by the line manager that are appropriate to the grade and overall purpose of the job



CONDITIONS OF SERVICE

JOB TITLE	Programme Coordinator
Salary grade	4A (£24,816)
Hours	37 (Negotiable)
Contract type	Temporary (6 months) with the potential to be extended
Leave	27 days annual leave, plus 8 statutory Bank Holidays and 4 additional days at Christmas, Easter, Spring and August Bank Holiday (pro rata if temporary or part time). The leave year runs from 1 April to 31 March.
Pension	You are eligible for membership of the Association’s contributory pension scheme which is the Social Housing Pension Scheme (SHPS) subject to the trust deed and rules of SHPS. For more details please contact the HR Department.
Unions	SYHA recognises UNITE and UNISON, with whom the Association has entered into an agreement where union members have negotiating rights in relation to conditions of service.
Car Allowance	This post attracts Essential Car User Allowance
Car Parking	The post holder will be issued with a permit for the Wellington Street Car Park
Job Share	The post is open to job share.
Location	Wellington Street Office, Sheffield
No smoking	SYHA operates a no smoking policy within all our offices.

Programme Coordinator

Connect	<ul style="list-style-type: none"> ✓ Ability to work in partnership to engage and involve people from a wide range of backgrounds ✓ Proven experience of engaging with representatives of the statutory, voluntary, community & private sector. ✓ Great interpersonal skills and the ability to build rapport with others quickly ✓ Ability to build and maintain strong working relationships
Stay Active	<ul style="list-style-type: none"> ✓ Can bring a proactive, enthusiastic and energetic approach to the role and the intervention ✓ Ability to work flexibly as required and travel as needed
Keep Learning	<ul style="list-style-type: none"> ✓ Good knowledge of learning and development needs for volunteers which will include different learning opportunities outside of traditional learning options ✓ Skills and experience in delivering exciting and innovative learning opportunities ✓ A commitment to ongoing professional development ✓ Sees every day as an opportunity to learn new things
Give	<ul style="list-style-type: none"> ✓ Strong commitment to helping to improve the lives of our volunteers and customers ✓ A passionate approach to equality and diversity ✓ Understands the importance of building reciprocal relationships ✓ Have the ability to inspire and lead a group of volunteers ✓ Passion and interest in the development of others
Take Notice	<ul style="list-style-type: none"> ✓ Ability to recognise and understand the needs of others ✓ Has great motivational skills and is able to inspire others ✓ Reflectiveness and self awareness with a commitment to personal development and practice improvement ✓ Ability to adapt approach to work/situations following either verbal or non verbal feedback
Practical skills	<ul style="list-style-type: none"> ✓ Experience of developing projects which have been tailored to a range of different groups/individuals ✓ Experience of project management including project development and implementation ✓ Experience of delivering training ✓ An understanding of The Equality Act ✓ A proven track record of a pro-active approach to problem solving ✓ Strong administrative skills and the ability to use Microsoft Office and other web based applications