**JOB DESCRIPTION**

JOB TITLE: MFT Co-ordinator/ MFT Development Officer

Responsible to: MFT Chair

Location: Greystone Primary School, Greystone Road, Antrim

Hours: 1 to 2 days a week (depending on need/ level of activity)

Pay: Negotiable daily rate – Currently £200 per day

Term: Up until June 2022 and possible extension pending continued funds

**Main Purposes of Job:**

* To provide effective coordination of the MFT Partnership
* To support the ongoing development of interschool and locality wide collaborative working relationships – between schools, statutory stakeholders and service providers
* To develop and deliver initiatives that prove and inform the development of the MFT partnership
* To source funding as and when required/ appropriate
* To promote collaboration between schools, school staff and external stakeholders and providers
* To promote/ represent the work and outcomes of MFT locally and regionally
* To develop policies and support strategic planning for MFT
* Map the work and development of the partnership to ESAG- every School a Good School

**Main Responsibilities**

* Work alongside the MFT Office Bearers, Administrator and Shared Learning Network Coordinators – supporting the growth of collaborative working
* Support the ongoing development of relationships within MFT through regular meetings/ check-ins with MFT partners
* Develop and coordinate the MFT’s Operational Plan/ annual calendar of meetings and activities including Partnership Meetings, projects, events and Shared Learning Networks – to be undertaken in partnership/ consultation with MFT Partners and Stakeholders
* Identify and source funding/ mechanisms to enable MFT to fulfil its Operational and Strategic Plans/ annual calendar of meetings and events
* Support, document and promote MFT Strategic and Operational plans within the partnership, locality and with appropriate agencies and funders
* Maintain effective, working relationships with MFT stakeholders (ANBC, EA, NHSCT and Service Providers) on behalf of the partnership
* Provide supervision support for the MFT Administrator on behalf of the partnership and work alongside MFT Administrator to ensure effective event and project management
* General administration duties related to the role including accurate reporting, communications and maintenance of the MFT filing system (in partnership with the MFT Administrator)
* Provide role support and guidance for the MFT Officer Bearers in carrying out their duties
* Produce regular updates and reports for MFT Partnership Group, Office Bearers and Steering Group
* Support innovation through the ongoing development of MFT’s structures, relationships and activities
* Liaise with eth treasurer and support financial management and reporting
* Complete funding reports in a timely manner
* Coordinate MFT presence online and within the locality

**Role SPECIFICATION**

The job specification provides information on the qualifications, experience, knowledge and skills required to carry out the duties of the post.

The essential criteria will be used for shortlisting and as part of the selection process.

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL REQUIREMENTS** | **DESIRABLE REQUIREMENTS** |
| **Qualifications** | * Educated to degree level with relevant qualification Youth and Community, Community Development/ Community Relations or similar

Or* Minimum of 3 years experience of inter-agency/ collaborative development work inclusive of relationship management
 | * Relevant qualification in education
* Leadership and Management
 |
| **Experience, Knowledge, Skills & Abilities** | * Demonstrable knowledge of the NI Education Sector and the opportunities and challenges within
* Ability to lead and inspire
* Knowledge of ongoing developments within NI Education
* Experience of developing and delivering inter-community/ community relations programmes across multiple groups and organisations
* Experience of supporting and leading inter-agency collaboration at all levels
* Ability to work independently or as part of a team
* Proven success with accessing varied funding opportunities on behalf of other organisations
* Organisational Development experience inclusive of policy and role development
* Experience of coordinating events and projects
* Experience of collating information into reports for presentation to senior managers, external stakeholders and funders
* Proven track record of supporting and leading relationship development with individuals, groups and organisations
 | * Experience of working in both education and community settings
* Coordinating/ managing communications inclusive of both traditional and digital platforms
 |
| **Additional Requirements** | * Excellent computer skills – proven Microsoft Office Skills. (spreadsheet, word processing and email essential
* Organising & prioritising workload
* Reliable & Punctual
* Candidate needs to be flexible: Some evening work, additional hours and compressed hours may be required from time to time
* Meet the Access NI requirements.
 |  |

***The selection panel reserves the right to enhance the shortlisting criteria to facilitate the process when necessary.***