

**JOB DESCRIPTION**

Job Title: Programme Co-ordinator (Schools)

Department: Children's Services

Section: Northern Ireland

Reports to: Programme Manager

Line Manager and Budgetary Responsibilities:

Programme comprising programme delivery team, volunteers (as appointed) and all other resources allocated to the achievement of Programme objectives

Job Purpose:

To assist in the management of the Programme, as a member of the programme management team, by taking management responsibility for co-ordinating the programme delivery in a range of schools across a geographical area.

Key Responsibilities:

- To work with the Programme Manager to plan, review and develop the programme.
- To ensure service objectives for the programme are achieved within statutory/agreed standards and guidelines.
- To work with the Programme Manager in the preparation of the annual budget, and ensure adherence to programme budget.
- To manage, deploy and develop all Programme resources.
- To contribute to the development of policy/good practice.
- To apply safeguarding and child protection procedures and to report breaches as necessary.

Key Activities:

- Programme planning, design and management
 - Work with the Programme Manager in all appropriate stages of programme planning, design and review to ensure that objectives remain relevant to needs, are achieved and are provided cost effectively.
 - Report as required on progress.
- Programme delivery and quality assurance.
 - Ensure day to day provision of agreed programme to agreed standards.
 - With Programme Manager regularly review programme standards in relation to statutory and or Barnardo's requirements and incorporate changes as necessary.

- Communicate required standards/guidelines to programme delivery team members and arrange for necessary training to take place to incorporate above.
- Initiate and maintain contacts/communication with appropriate external agencies.
- Provide professional leadership to members of the programme delivery team.
- Undertake casework and statutory reviews as agreed with the Programme Manager.
- Resource Management
 - Assist the Programme Manager with the preparation of the annual budget.
 - Monitor Programme budget, maintaining it within agreed limits and report progress and variances.
 - Alert the Programme Manager to significant resource problems for programme delivery.
 - Report health and safety hazards to appropriate source.
- Programme Effectiveness
 - Assist the Programme Manager in the recruitment and selection of programme delivery team members as required and requested.
 - Co-ordinate Programme delivery and provide supervision and support as appropriate.
 - Ensure Programme is delivered effectively and with fidelity using appropriate monitoring and observation techniques.
 - Assist with the implementation of Barnardo's discipline and grievance procedures.
 - Arrange for the recruitment and appropriate deployment of volunteers.
- Promotion of Programme profile
 - Provide clear information about the work of the Programme to Schools, visitors, Barnardo's communications and marketing and other interested parties.
 - Contribute to the promotion and public awareness of the Programme via presentations, attendance at meetings, etc.
- Policy and practice development
 - Maintain accurate records and reports and participate in Programme evaluation.
 - Participate in meetings, conferences, workshops, etc. to disseminate learning from the Programme.
 - Contribute towards divisional/consultation exercises, ensuring appropriate Programme views are submitted.

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to changed based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

Pre-employment checks will be required for the role.

**PERSON SPECIFICATION**

All criteria are essential unless indicated as desirable (D).

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Please note: Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

Education/Knowledge

- Recognised professional qualification as per the attached Additional Information Sheet
- Knowledge of statutory and good practice requirements in the field of provision
- Awareness of factors impacting on and issues facing children, young people and families living in areas of high disadvantage
- Organised, efficient and IT literate
- Awareness of research literature on evidence-based programmes and early intervention

Experience

- Post qualification practice experience in the area of provision of the Programme (See service sheet for areas of relevance)
- Experience of developing materials and activities and/or specific programmes or focused schemes of work to achieve a specific outcome
- Experience of providing a co-ordination role and developing collaborative relationships to facilitate the accomplishment of work goals
- Liaison with appropriate statutory and voluntary agencies

Skills/Abilities

- Able to respond to characteristics and circumstances of client group
- Able to take own caseload in addition to team leadership responsibilities
- Able to prepare, monitor and report on financial and performance data.
- Able to communicate effectively both verbally and in writing
- Able to lead and motivate a team
- Able to promote Programme aims, objectives and achievements
- Able to work independently
- Able to write reports and produce other management information
- Confident in giving presentations and networking with a range of external agencies
- Resilient with strong problem solving skills

Circumstances

- The successful applicant for this post will be subject to an enhanced Access NI/CRB check.
- Staff will have to abide by Barnardo's Smoking Policy which does not permit smoking at work.

Barnardo's Basis and Values, and Equality, Diversity & Inclusion (EDI) Code of Conduct

Actively demonstrate Barnardo's Basis and Values and EDI Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship

To be completed by the People Team / Pay and Reward Team

	Name	Code
Grade	D32A	
Job Family	Operations	O
Job Sub-Family	Core	C
Organisational Level	Professional Level 2	P2
Area	Northern Ireland	NI