**Each and Every Child Initiative Programme Coordinator**

**£29,964 – Full time**

The Each and Every Child initiative is a new programme of work which aims to tell a compelling story about children and young people in the care system, transforming the current public narrative and mobilising people at all levels in the community to take action to improve their life chances. Informed by robust research and the established practice of ‘reframing’, the initiative will create the scale that is needed to influence public opinion and make a positive difference to the lives of children and young people. A small staff team will be established which will have the focus and expertise to coordinate this work, support networks and lead the strategic development of the initiative, creating a significant profile for reframing in Scotland. The staff team will be supported by an active Management Group which will oversee the strategic direction of the work. More information on the initiative can be found in the accompanying recruitment brief. The post will usually be based at The Robertson Trust’s Glasgow office and may require some travel. For the foreseeable period, the role will require working from home, in line with Government guidelines.

The Each and Every Child Initiative is a partnership project between CELCIS, Esmée Fairbairn Foundation, Life Changes Trust, The Robertson Trust, Scottish Government and Social Work Scotland, and will be hosted by The Robertson Trust. The Trust is the largest independent grant-making trust in Scotland with the vision of a fair and compassionate Scotland where everyone is valued and able to flourish. The Trust has recently launched a new 10-year strategy which will focus on helping improve the lives of people and communities with experience of poverty, trauma or both.

Initial interviews will be held on Friday 20 November. Second interviews will take place on Thursday 3 December and are likely to include a skills-based task and an informal conversation with people with experience of care. All interviews will take place remotely through video conferencing.

**The Role**

* Work closely with the Programme Director to facilitate the delivery of the Initiative’s objectives including leading and delivering all administrative duties
* Supporting communication of programme materials and the coordination of programme activities and events
* Developing robust systems and processes to ensure the smooth delivery of the programme

**The Individual**

* Highly organised and experienced in applying project management approaches in order to support monitoring, reporting and action planning
* Experience of meeting/event coordination, organisation and planning, and of facilitating workshops/groups
* Strong communicator with the ability to engage a diverse group of stakeholders
* Values driven, flexible and passionate about testing new ways of working to make positive change

To apply, please submit a CV and a supporting statement which details how you would meet the essential and desirable criteria. We would encourage all applicants to offer tangible, clear examples from their professional experience which demonstrates each of the criterion.

We are particularly keen to welcome applications from individuals with experience of care. All applicants who meet the essential criteria and declare they have care experience and/or a disability will be short listed for interview.

**Benefits**

* 35 days holiday per calendar year (FTE)
* Pension - 10% employer contribution or 14% if employee contribution is 7%
* Death in Service 4 x salary or 8 x salary if employee contribution to pension
* BUPA healthcare
* Annual Travel Pass Loan

**JOB SPECIFICATION**

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| **JOB TITLE:** | Programme Coordinator |
| **FUNCTIONAL AREA:** | Each and Every Child Initiative |
| **LOCATION:** | Robertson House, Glasgow |
| **REPORTING TO:** | Each and Every Child Programme Director  |
| **SALARY BAND:** | Grade 2 |

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| MAIN DUTIES/RESPONSIBILITIES |
| Job PurposeThe Project Co-ordinator will be responsible for working with the Programme Director to facilitate the delivery of the objectives. This will include leading and delivering all administrative duties for the programme including setting up meetings and events, liaising with all partners and activity recording.Key responsibilitiesWorking to the Programme’s strategic brief, the post holder will be responsible for:* Organising the logistics to support the programme’s engagement and dissemination activities and training events including venue booking, accessibility, catering, and promotion.
* Liaising with programme staff, management group, trainers, contractors to co-ordinate the delivery of programme activities and events.
* Maintaining, creating and contributing to the programme materials and website.
* Supporting communication of programme materials through e-bulletins and social media activities to help profile and raise awareness of programme of activity.
* Diary management for the programme including co-ordinating management and steering group meetings.
* Liaising with key representatives of the front runner projects to ensure the programme is able to support the delivery of these projects.
* Supporting the delivery of programme activities as appropriate - for example, facilitating group discussions.
* Supporting participants and delegates at programme activities and events.
* Capturing management and monitoring information and data to support evaluation and continuous improvement.
* Record-keeping and file management.
* The post holder may be required to perform duties, appropriate to the post, other than those given in the job profile.
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**PERSON SPECIFICATION FORM**

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| DEPARTMENT: Social Impact | **VACANCY REF. No:** |
| **JOB TITLE:** Programme Coordinator | **LOCATION:** Robertson House, Glasgow |

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| **THE EMPLOYEE** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications/Experience**What educational attainments must the candidate possess? What professional/technical skills and knowledge are important, and what kind of job experience should the candidate have? | * Computer literate, with competence in the whole MS Office package, with the ability to produce presentations and develop and use databases
* Experienced in applying project management approaches in order to support monitoring, reporting and action planning
* Highly organised, with meticulous attention to detail
* Experience of meeting/event co-ordination, organisation and planning
* Experience of working with a range of stakeholders to build strong relationships
* Enjoys managing processes and testing new ways of working
* Experience facilitating workshops/groups
* Excellent written and verbal communication skills
* Digital communications skills with knowledge of social media
* Passionate about making positive change
* Diplomatic, collegiate and collaborative in approach
* Flexible and adaptable
* Values-driven and passionate about making positive change

  | * Lived experience of care
* Experience of using electronic mail packages such as Campaign Monitor
* Knowledge of GDPR
* Experience of using event management online support tools such as Eventbrite
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| **Circumstances**In terms of personal circumstances, what will the job demand / provide?  | Role covers Scotland wide but is based in GlasgowTravel will be requiredOccasional evening and weekend working requiredRole will be working from home for the foreseeable period with support to do so provided |  |