

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



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## JOB DESCRIPTION

<b>ROLE TITLE:</b>	Programme Coordinator (North of the Tyne)
<b>REPORTS TO:</b>	Programme Manager Tees Valley
<b>RESPONSIBLE FOR:</b>	Programme management and staff management of the Land & Communities programme in the North of the Tyne
<b>PRIORITY CONTACTS:</b>	Private, public and voluntary sector partners and funders; and other staff within the Trust
<b>LOCATION:</b>	Pegswood office with some homeworking
<b>SALARY:</b>	£30,119 - £34,597 per annum

### JOB SUMMARY

The Programme Coordinator will manage a delivery team across the North of the Tyne with specific responsibility for managing a broad range of current projects and supporting the development of the programme to benefit local communities in line with Groundwork's objectives.

The Programme Coordinator will support the Programme Manager to work alongside appropriate partners within the private, public and voluntary sectors; and other staff within the Trust to forge positive relationships to identify opportunities for programme development.

The Programme Coordinator will manage a diverse range of projects, across the North of the Tyne, which enables the Trust to achieve its strategic objectives. Operating in a diverse and dynamic environment, the Programme Coordinator will play a key role supporting the Programme Manager to deliver the Trust's Business Plan.

## KEY RESPONSIBILITIES

### **Key Area: Programme Management**

- Manage the delivery team in developing and implementing a programme of community regeneration projects which meet the business plan objectives
- Market and promote Groundwork to support ongoing achievement and programme development.
- Ensure effective management and coordination of the programme with the North of the Tyne including management of project budgets, outputs and outcomes as well as claims and monitoring in line with policies and procedures.
- Support multi-disciplinary project teams to facilitate large-scale projects, sharing knowledge, skills and experience.
- Ensure application and maintenance of quality management systems and standards throughout the programmes including project inception, monitoring and evaluation.

### **Key Area: Programme Development**

- Support the development of the Land & Communities programme in the North of the Tyne.
- Support the Business Development Team to identify and assist with development of wider strategic opportunities for the Trust.
- Promote and contribute to strong collaborative working relationships with other staff so supporting wider programme development.
- Network at a local level within the private, public and voluntary sectors.
- Identify and develop partnerships with partners and funders who can contribute towards the development and delivery of the Land & Communities programme.
- Maintain constructive working relationships with appropriate partners and funders.
- Actively contribute to the Trust's business planning process.

### **Key Area: Staff Management**

- Line manage appropriate staff within the Land & Communities programme in the North of the Tyne.
- Develop appropriate staff, within the Land & Communities programme in the North of the Tyne, into a group of high performers that meet and exceed their objectives.
- Support the wider staff team to ensure they specifically understand their roles to facilitate the achievement of business objectives.
- Recruitment and ongoing support of appropriate staff.
- Management of health and safety policy and procedures to ensure staff understanding and application.

### **Additional Requirements:**

- Comply with all organisational policy, procedures and systems.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults; and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.