

# Job Description



<b>Job Title: Programme Co-Ordinator Universal &amp; Targeted Youth Services</b>	<b>Service Area:</b> Youth Empowerment	
<b>Directorate: CYPS</b>	<b>Post Number: Fusion</b> 10023314	<b>Evaluation Number:</b> 6691
<b>Grade: PO3</b>	<b>Date last updated:</b> February 2023	

## **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

## **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

## **Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

## **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Job Context**

The post holder will support the co-ordination and delivery of the externally funded school holiday provision and other related targeted and universal youth services.

Why school holidays? School holidays can be a particularly difficult time for some families because of reduced income or increased costs relating to food and childcare. For some children this can lead to holiday hunger and a holiday experience gap, with children from these families more likely to experience 'unhealthy holidays' in terms of nutrition and physical health. These children are also less likely to access organised out-of-school activities and more likely to experience social isolation. These issues can have a lasting effect on children's health and wellbeing, and lead to lower levels of educational attainment.

This role will help lead the Council's efforts to make sure all children and young people are safe, happy and cared for during the school holidays, ensuring they have access to healthy food and a range of positive activities to secure their long-term wellbeing.

**The post holder reports to the Programme Manager – Universal & Targeted Youth Services.**

**The Post holder has line management responsibility for up to two apprentices.**

### **Overall Purpose of Job**

1. To support the commissioning / de-commissioning of services and resource allocation to meet the need of children, young people and families who would benefit from the Department of Education (DfE) funded Holiday Activities and Food (HAF) Programme and other related universal and / or targeted youth services.
2. To coordinate and provide administrative support to the Programme Manager and HAF programme, supporting partnership working and ensuring that holiday provision in Newham is well coordinated.
3. To deputise for the Programme Manager who is the Council's strategic lead for the National HAF programme, this includes covering the role of 'HAF Co-ordinator', as required and defined by the Department for Education.
4. To drive change to secure improved outcomes for children and young people.
5. To contribute to a number of internal processes to support the smooth delivery of the programme, such as finance administration, procurement, quality assurance, communications and promotion, and monitoring.
6. To develop and support strong partnerships with stakeholders including children and their families, providers, schools, education and health services, the voluntary, community and faith sector and other local authorities.
7. To support the commissioning of services for the Holiday Activities and Food Programme and the related universal and targeted youth offer which aims to ensure Newham's children and young people are safe, happy and cared for and to support change management by ensuring delivery of the new commissioning arrangements once these are agreed.
8. To ensure there is a clear QA and monitoring framework for the Holiday Activities and Food Programme and other related universal and / or targeted youth services including oversight of outcomes, reach, safety and quality provision.
9. To support securing best value from commissioned services.
10. To support other areas of related commissioning as identified in future with the Programme Manager for Universal and Targeted Youth Services and the Assistant director of Youth Empowerment.
11. The post holder will be required to work during the school holiday period and may be required to work evenings, weekends and occasional public holidays in order to meet service requirements.

### **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To be the first point of contact for HAF Programme Providers and enquiries relating to the HAF Programme. The post holder will have a comprehensive understanding of the programme and have a firm grip on processes for all stages of programme cycles – procurement, marketing, delivery, monitoring and evaluation.
2. To support the delivery of multiple packages of commissioning activity with high degrees of complexity, including long-term projects and time limited pieces of work within the commissioning cycle.
3. To ensure rigorous quality assurances and safeguarding procedures for all relevant provision are in place and complied with.
4. To support budget management and financial administration of the programme, lead on internal processes to ensure providers are paid in a timely manner.
5. To support the steering group meetings by coordinating the membership, preparing minutes and agendas and circulating these in a timely fashion.
6. Build co-production and engagement with children and families into every stage of the commissioning cycle, including planning, implementation and evaluation.
7. To be responsible for the collation and interpretation of data and evidence, ensuring analysis and needs assessment with cost/benefit or return on investment analysis.
8. To manage a diverse and heavy workload in an environment of constantly shifting priorities.
9. To lead on the use of a centralised booking systems, ensuring providers are suitably trained and are utilising the system to promote programmes to eligible children and young people, as well as collecting the data required for reporting purposes.
10. To map the coverage of the holiday provision across the borough in comparison to areas with high levels of food insecurity, ensuring that the programme remains targeted in areas of need and there are no gaps in provision.
11. To support the commissioning of services through a range of options including negotiation, procurement, partnership development, enabling, regulating etc. Assisting with the production of service specifications and service level agreements to achieve improved outcomes for service users.
12. Constructively challenge and hold providers to account for performance and ensure commissioned services provide value for money and delivery against agreed specifications, including managing risks and underperformance. To report on delivery out outcomes to stakeholders including the Mayor, elected Members and other Council officers.
13. Use judgement and analytical skills to determine when to take appropriate action where the performance of providers is not satisfactory, including conflict resolution and decommissioning services, where appropriate.
14. To develop a systematic data collection process for HAF programme providers to collect monitoring data required for the DfE and any additional data requested by the Council. This will include handling significant quantities of confidential and sensitive information, always ensuring that the appropriate degree of confidentiality, discretion and tact is adopted at all times.
15. To represent the HAF Programme at meetings and events, which may include giving presentations informally or formally.
16. To develop, monitor and maintain a HAF project plan and associated project documentation, including a risk register to facilitate robust project reporting. This will include timelines, key milestones, risks and mitigation.
17. To take significant responsibility for the programme evaluation, working with HAF providers to collect both qualitative and quantitative data. This data will be used to complete the mandatory reports required by the DfE as part of the funding conditions.
18. To support the review of commissioned services to evaluate outcomes and consider options for future commissioning.
19. Liaise with Communications and Marketing colleagues to ensure promotion, brand awareness and standardisation of the HAF Programme. This will include inputting into

the development of a communications and promotion plan and liaising with providers to gain content for use in promotional material and drafting resources for digital and non-digital assets.

20. Build strong, respectful and productive relationships with schools, local communities and the voluntary and faith sector to further develop the HAF Programme across the borough during school holiday periods.

## **Other Duties**

16. This role will require an enhanced Disclosure and Barring Scheme (DBS) check as the position will have contact with vulnerable groups, under the provision of the Rehabilitation of Offenders Act 1974.
17. The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.
18. To comply with Health and Safety Regulations associated with your employment.
19. To be aware of the Council's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.
20. To treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees access to and use of the Council's databases, any breach of which will be regarded as subject to disciplinary investigation.
21. To demonstrate a flexible approach in the delivery of work within the service area. Consequently, the post holder may be required to perform duties not specifically identified in the job profile but which are in line with the general responsibilities of the post.

## **Politically Restricted Posts**

In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or subcommittee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

# Personal Specification



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## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

## EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

<b>CRITERIA- Essential</b>	<b>METHOD OF ASSESSMENT</b>
<b>KNOWLEDGE:</b> <ul style="list-style-type: none"> <li>• A thorough understanding of procurement processes and principles in the context of local authority children and young people's services, education and or health.</li> <li>• An understanding of food insecurity in children and young people and current national and local programmes to tackle this.</li> <li>• A comprehensive knowledge of ICT packages, including utilising ICT for monitoring and evaluation.</li> </ul>	<p>Application/Interview/Test</p> <p>Application and Interview</p> <p>Application and Interview</p>

<ul style="list-style-type: none"> <li>• Knowledge of local authority children’s and young people’s services.</li> </ul>	<p>Application and Interview</p>
<p><b>EDUCATION/QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Educated to at least A-Level standard or equivalent in a relevant area, or equivalent by experience.</li> <li>• Evidence of continuous professional development.</li> </ul>	<p>Application and Interview</p> <p>Application and Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Excellent I.T. Skills (Microsoft Office).</li> <li>• Excellent communication, writing and presentation skills with experience of effective communication to a range of audiences including senior management, professionals and service users.</li> <li>• Highly effective organisational and prioritisation skills, managing a demanding and complex work-programme with rapidly changing and competing priorities.</li> <li>• Able to work under pressure and to tight deadlines.</li> <li>• Ability to engage groups with differing needs and aspirations and build consensus.</li> </ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in local authority children’s services, youth services, early help, education or health.</li> <li>• Experience of developing systematic and efficient processes to support programme management, and to learn existing processes quickly.</li> <li>• Experience of procurement activities, such as tendering and contract management.</li> </ul>	<p>Application and Interview</p>

<ul style="list-style-type: none"> <li>• Experience of financial management and delivering financial and other efficiency savings.</li> <li>• Experience of stakeholder communication, to a range of audiences including senior management, service professionals and service users to achieve service objective.</li> <li>• Experience of collecting and managing both qualitative and quantitative data, producing a summary and high-level analysis to support project reporting and evaluation.</li> <li>• Experience of engagement and co-production with service users.</li> </ul>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• Ability to know when to draw risk and sensitive matters to the attention of managers.</li> <li>• Flexibility and adaptability, ability to handle sudden and unexpected situations in a calm manner, including a flexible approach to working hours.</li> <li>• Ability to think about alternative ways of doing things and being open to new work practices and responsive to change.</li> <li>• Proven organisational and time management skills, including, the ability to balance and prioritise a workload in a fast-paced environment with competing demands.</li> <li>• Committed to equal opportunities, anti-discrimination, anti-oppressive policy and practice and social inclusion.</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Able to work during the school holiday period, evenings, weekends and occasional public holidays in order to meet service and on call requirements.</li> <li>• This post is subject to an enhanced DBS check.</li> </ul>	<p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer</p>

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