

# Role description

## Programme Co-ordinator (Fixed Term)

<b>Hours and location</b>	Full time (35 hrs), based from home with occasional on-site activity and UK-wide travel
<b>Salary</b>	Up to £32,000 per annum on commencement
<b>Reports to</b>	Programme Manager (Internships Work)
<b>Benefits</b>	30 days annual leave per annum plus bank holidays, generous workplace pension scheme with enhanced employer contribution, supportive and family-friendly approach to flexible working. Access to support for learning and development, and additional wellbeing perks

### About NDTi

National Development Team for Inclusion (NDTi) has been working with communities, government, health, and social care professionals for over 30 years to ensure that people with disabilities of all ages are given choice and control over their own lives.

Our organisation exists to make change happen by celebrating what's possible, supporting changemakers and building self-determination. Our work always focuses on wider life outcomes. We want disabled and older people to enjoy the same life course and opportunities as everyone else – education, paid work, a place of their own, fulfilling personal relationships and a chance to contribute to their communities.

### Our vision



At the heart of everything we do is our belief in a society where **all people**, regardless of age or disability, **are valued** and able **to live the life they choose**.

We believe that all people should have choice and control over their own lives, that their human rights be respected and that they are valued as equals.

Our vision is shared by our members, our people, our partners, and the people who fund or commission our work.

## Purpose of the role

The Programme Co-ordinator supports the Programme Manager and wider delivery team to deliver the Department for Education (DfE) funded **Internships Work Programme**. Working directly to the Programme Manager and liaising closely with the funder and partners, the post holder will support the development of, and adherence with, delivery and reporting schedules for NDTi led activities, ensuring good project governance is observed and that there is good communication between project team members and consortium partners at all times.

They will be a skilled communicator, able to interact professionally and effectively with a wide range of stakeholders. Exceptional organisational and planning skills and being able to juggle a range of demands and priorities are essential in enabling the post holder to support and add value to the wider programme team.

With some travel and working hours at times outside the normal 9-5, this is an interesting and rewarding role in a flagship national programme at the heart of change. As the programme continues to evolve there is an opportunity to be part of shaping and delivering work that is able to evidence significant positive impact for young people and employers and contribute to sustainability and future work .

## Key activities

The Internships Work Programme Co-ordinator will:

### Programme management and governance

- Assist in developing systems, protocols and guidance that supports NDTi and the delivery team to manage and report on programme delivery, achievements and impact
- Schedule project delivery plan, key performance indicators (KPIs), risk and issues registers with the Programme Manager, with the assistance of the Director of Resources and wider Business Support Team where needed
- Monitor and report against the project's core activities, KPIs, target engagement and internships, assisting in preparing regular monthly, quarterly and annual reports
- Work with consortium and team members to identify and agree actions with timelines to mitigate against project risks and issues
- Work with the Programme Manager to capture and record progress across partners against agreed KPI, helping to flag performance issues and reporting regularly to the Project Board and, if necessary, escalating issues to the NDTi Business Management Team
- Provide effective administration support to the local authority grant programme, ensuring controls and due diligence checks are reviewed and rigorously followed

- Lead on aspects of data protection for the programme, maintaining security of information and controlling access and permissions effectively. Support the Programme Manager to consistently apply good practice with regards to DPA/GDPR requirements, ensuring access to and use of NDTi's systems and data are in line with IT security protocols and policies
- Provide administrative support to the Project Board and Steering Group
- Remain up to date on technical and professional knowledge through self-directed learning and development opportunities, promoting continuous improvement across NDTi through sharing project management tools, practices and approaches used and developed with other teams
- Work in ways that help to ensure that the Programme develops and maintains a reputation for high quality content and delivery of support
- Support the Programme Manager to ensure the impact of the Internships Work Programme is captured, evidenced and shared throughout the life cycle of the programme liaising with the Communications Officer to align plans and ensure effective mapping and reporting for all aspects of the programme
- Support new team members and associates joining the Internships Work delivery team to understand their role, NDTi's systems and programme specific requirements and ways of working

### **Relationship management and representation**

- Support the Programme Manager in their role as key contact with DfE, liaising with individuals and teams where appropriate
- Ensure NDTi is presented as a values-driven, innovative and high-quality organisation that is up to date with policy and practice and delivers effectively
- Support the Supported Internship Programme team members in the national representation of the programme as required

### **Organisational and wider responsibilities**

- Assist Lead's in securing and developing new contracts as part of the growth of the work as required
- Contribute to the organisational life of NDTi through being a positive and supportive colleague and an active participation in NDTi meeting, sharing and learning events
- Contribute to working groups focusing on key aspects of the organisation or our work as required
- Ensure wider organisation systems and process requirements that support business and financial operational management of NDTi are followed, adhering to all aspects of the Staff Handbook and relevant policies and procedures

- Undertake any other reasonable requirements of the organisation in line with the purpose and spirit of this role description, as agreed with line manager

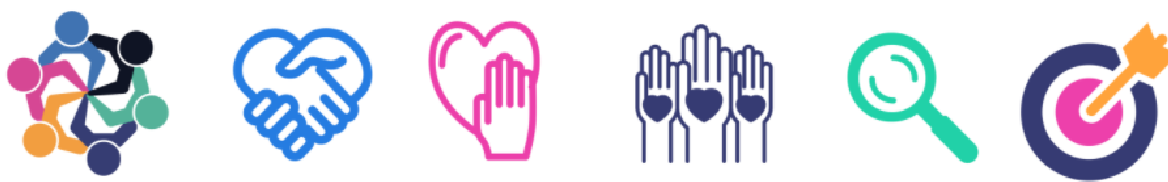
### Organisational and wider responsibilities

- Support Lead's in bidding for and securing new contracts as part of the growth of the work as required
- Represent NDTi positively in every interaction, promoting NDTi's mission and reinforcing a positive profile and reputation of NDTi
- Contribute to the organisational life of NDTi through being a positive and supportive colleague and an active participation in NDTi meeting, sharing and learning events
- Contribute to working groups focusing on key aspects of the organisation or our work as required
- Represent NDTi as appropriate with a wide range of stakeholder groups, local and national bodies and organisations
- Ensure organisational system and process requirements that support business and financial operational management of NDTi are followed, adhering to the Staff Handbook and relevant policies and procedures
- Undertake any other reasonable requirements of the organisation in line with the purpose and spirit of this job description, as agreed with line manager

### Our Values

Our values bind us together in the pursuit of change that leads to better lives. Our values are worn on our sleeves, fiercely held, and demonstrated through our behaviours and the way in which everyone at NDTi individually and collectively operate.

As Programme Co-ordinator you will ensure that all activity is delivered in line with NDTi's vision and purpose and that all actions reflect the values, spirit and intent of NDTi's mission.



- We drive inclusion enabling voice and opportunity for equal lives
- We are reliable keeping our word and acting with integrity and authenticity
- We are open and honest about what needs to change and how
- We act with humanity in our work and relationships with the people we work with and for
- We are curious pioneers always looking to creatively learn and improve
- We create impact contributing towards better lives in our communities

## Person specification

Essential (e) and desirable (d) personal attributes and core competencies for this role.

### Subject knowledge and experience

- Working knowledge of project and programme management principles such as Prince 2 or PMP and/or Managing Successful Programmes (e)
- 2 years' experience supporting complex or large-scale, multi-agency projects in the public or private sector within employment, social care, education or health (e)
- Awareness and some working knowledge of effective programme and project management approaches, techniques and tools, including risk management, process improvement, assurance or audit (e)

### Values and behaviours

- You will share our commitment, values and belief in [NDTi's mission](#) (e)
- You will demonstrate, understand and apply our workplace values of driving inclusion, being reliable, open and honest, acting with humanity, and being curious and commit to work and act in ways that positively reinforce NDTi's values & behaviours framework at all times. You will challenge behaviours and attitude that serve against NDTi's values and inclusive culture (e)
- You may have personal experience of health or social services or being a family carer for someone with experience of using them that you bring to your role with NDTi (d)

### Core competencies and personal attributes

- Excellent communication, planning and organisational skills (e)
- An inclusive approach to involving others in discussions and project work, respecting diverse views and perspectives, and role modelling NDTi's values and behaviours (e)
- Ability to take complex information and present this in ways that everyone can engage with and understand (e)
- A systematic, methodical, accurate and consistent approach that benefits scheduling and reporting approaches (e)
- Can apply initiative to solve problems, continually seeking to improve and refine business processes (e)
- Skilled in drafting operational schedules, protocols and workflows that support achievement of project goals and key performance indicators (e)
- Advanced knowledge of Microsoft Office (including Teams), collaborative platforms and project management specific software packages, together with a commitment to learning and mastering new technologies that enhance delivery and sharing that knowledge with others (e)