



**Bromley by Bow Community Organisation:
Strategic Manager /Coordinator
Hours: 30hrs per week**

Purpose of Job

1. The post holder will report directly to the Board.
2. Manage all BBBCO projects and promote opportunities to the local residents of Coventry Cross.
3. To work flexibly, creatively and responsively using a variety of strategies to deliver BBBCO's long term plans.
4. This staff member will play a pivotal role within the organization, ensuring that it is run as effectively and efficiently as possible and is seen as a viable contender for public and private contracts and a sound proposition for future funders.

Admin & Project Implementation

1. The post holder will be responsible for administering and overseeing the delivery of existing projects, developing project ideas and coordinating volunteers in the delivery of these projects.
2. The post holder will provide a highly efficient secretarial, administrative, and support service to the board.
3. The Co-coordinator will liaise with volunteers and external partners for the purpose of collating and inputting monitoring and evaluation data into our own monitoring system and the Electronic Youth Services Management Information System. Ensuring that all data / information processes are undertaken, as required to facilitate the smooth progression of external and internally funded projects.
4. The post holder will consult and develop ideas for social enterprise business and will support the Board in the setting up of a suitable.
5. To efficiently and effectively deal with calls/enquiries from the public.
6. The duties contained in this job description are not exhaustive, and the post holder will be expected to undertake other appropriate functions and responsibilities requested by the Manager.
7. To record, sort and distribute all incoming correspondence and process all outgoing post on a daily basis, preparing routine correspondence and monitoring replies.

Monitoring and Evaluation

1. To implement and manage the collation, input, reporting, and communication of data aligned with BBBCO own monitoring system and the local Youth Service System. Linking with internally and externally funded projects and partners as required.
2. To visit projects, collecting, collating and reviewing information prior to data entry, and liaising with relevant volunteers to resolve queries.

Servicing the Management Committee

1. To actively support the work of the Board by attending relevant internal and external meetings, and:
 - Servicing meetings by preparing and distributing agendas;
 - Taking minutes, typing them up and distributing them;
 - Chasing reports / information; and
 - Producing supporting information where required (Feedback reports, case studies, photo's)
2. To assist the Board by working closely with volunteer teams to ensure wide promotion, easy access, and efficient delivery of youth and community provision.

Fundraising & Finance

1. To prepare regular reports relating to monitoring, co-coordinating, tracking and producing management information for the use of the Board and for internal and external audits, funding and contracted programmes.
2. To assist the Board to identify and develop funding opportunities to support activities, projects and staffing. This includes the possibility of exploring the funding opportunities for setting up and developing a social enterprise.
3. To assist the work of volunteers when co-coordinating school holiday programmes and area wide events/activities by making full and appropriate use of available information technology to produce publicity and information.

Managing Volunteers & Other Duties

1. To make sure that CRB and other checks are undertaken and maintained in relation to volunteers.
2. Managing timetables for volunteers and responsibilities for projects.
3. To work within, and adhere to, BBBCOs policies and procedures, including the Equality and Diversity Policy, when carrying out duties and responsibilities.

PERSON SPECIFICATION

The person Specification is a picture of skills; knowledge and experience needed to carry out the job. The below will be used to draw up the advert and will also be used in the short-listing and interview process for this post.

	<i>Requirements</i>	Weighting E= Essential D= Desirable	
Education	Good level of general education, e.g. GCSE or equivalent	E	
Experience	Experience of dealing with members of the public	E	
	Experience of setting up and maintaining manual and computerized administrative and monitoring procedures and systems within an office environment	D	
Knowledge	Knowledge of operating standard office machinery e.g. photocopier, fax, franking machine etc.	E	
	An understanding of youth and community work and young people's issues	E	
	Experience of working with young/old people in a community setting	E	
Skills	Ability to work under pressure, prioritise workload, and meet tight deadlines	E	
	Ability to follow clear instructions and procedures	E	
	Ability to analyse information, identify and rectify faults.	E	
	Ability to maintain clear and accurate administration systems	E	
	Ability to use basic IT systems	E	
	Ability to work as part of a team	E	
	Ability to use own initiative and work with little supervision.	E	
	Ability to research, collate, co-ordinate and effectively translate information to support a project	E	
	Ability to communicate effectively both verbally and in writing.	E	
	Ability to take minutes and to produce simple reports		
	Effective listening, negotiating and interaction skills	E	
	Personal Commitment	A commitment to the work of BBBCO	E
		Informed commitment to BBBCO's Equality and Diversity Policy	E
Able to work flexible hours		E	