



## Swindon and Wiltshire Area Coordinator

***Salary £22,000 - £26,000 pa 37.5 hours per week (part-time considered).  
Location flexible.***

### About this role

#### **1. Key Responsibilities:**

- Oversight, compliance, performance management and reporting of Active Plus delivery in Swindon and Wiltshire
- Specific responsibility for paperwork, compliance and progress reporting for the Building Bridges programme, a partnership of organisations who have come together to help people overcome their barriers to employment and education across Wiltshire and Swindon. The programme is jointly funded by the Big Lottery Fund and the European Social Fund.
- Building strong relationships with the Central Team based in Cornwall to strengthen and ensure a "One Active Plus" ethos
- Building relationships with the local delivery team and volunteers including line-management responsibilities
- Building relationships locally with lead organisations, other delivery organisations and partners
- Representing Active Plus locally, e.g. at local events and meetings, acting as our "eyes and ears" in the area, liaising with the Central Team on any potential new opportunities
- Other duties as requested by the senior management team

#### **2. Building Bridges – specific responsibilities:**

- Attend session 1 of each Building Bridges course to support with completion of paperwork and eligibility checks (NB some could be covered at GIS session) ensuring everything is completed
- Set up and maintain participant files, liaising with lead instructors to ensure they provide ongoing information/evidence in accordance with the project guidelines
- Input information to the Building Bridges management information system
- Attend session 8 (final session) of the Building Bridges course to ensure all Action Plans are completed and next steps/outcomes are identified and evidenced
- Support participant recruitment
- Undertake regular compliance checks of paperwork and processes
- Draft project progress report for approval via Central Team
- Support financial claims through providing relevant information and evidence to the Central Team



- Support the delivery team to understand project processes and compliance, troubleshooting issues as they occur
- Deal with any issues and complaints regarding processes/paperwork/eligibility, referring issues/problems with course content to the Central Team

**3. Key Skills, Competencies and Experience**

- Excellent administration skills, with critical attention to detail
- Experience of compliance with funding requirements, including knowledge and experience of ESF
- Line management experience
- Contract management skills including performance monitoring and reporting, financial reporting and compliance
- Good all-round communication skills with ability to build effective relationships at all levels
- Excellent IT skills, including working knowledge of Office 365

**4. Building Bridges Big Lottery Fund and European Social Fund Project: Roles and Responsibilities:**

<p><b>Lead Organisation (Community First)</b></p> <ul style="list-style-type: none"> <li>• Accountable to funder</li> <li>• Contract Management</li> <li>• Payment to partners</li> <li>• Central publicity and recruitment support</li> <li>• Co-ordination across partners</li> <li>• Advice and guidance for partners</li> </ul>	<p><b>Active Plus Central Team</b></p> <ul style="list-style-type: none"> <li>• Scheduling and manning courses</li> <li>• Course design and QA of delivery</li> <li>• Submission of financial claim</li> <li>• Sign-off of project progress reports</li> <li>• Communication support – social media, website etc.</li> <li>• Participant recruitment/referral support</li> </ul>
<p><b>Project Officer (PO)</b></p> <ul style="list-style-type: none"> <li>• Line Management of delivery team</li> <li>• Compliance of Active Plus delivery, finance and paperwork</li> <li>• Participant files</li> <li>• IT input</li> <li>• Project reporting</li> <li>• Participant recruitment support</li> <li>• Local liaison with partners</li> <li>• Partnership meetings</li> <li>• Sourcing and booking venues</li> <li>• Inviting VIPs to session 8</li> </ul>	<p><b>Lead Instructor (LI)</b></p> <ul style="list-style-type: none"> <li>• Completion of Front Page</li> <li>• Delivery of courses and keyworker activity</li> <li>• Participant action plans and progression</li> <li>• Payment of participant fares including compliant paperwork</li> <li>• Personal paperwork e.g. timesheets</li> <li>• Active Plus paperwork</li> <li>• Building relationships with project partners</li> </ul>

**5. Additional Information**

You will be working for an award-winning social enterprise that delivers across the South West, utilising the skills and life experiences of injured military veterans to deliver courses and activities that inspire positive



change for people, communities and business. Find out more on our [website](#), and through our social media channels: Facebook [Active Plus](#) and [Active Plus Communities](#) | [Twitter](#) | [YouTube](#)

**Please note that all interviews for this post and the initial induction and training for the successful candidate will be held in Truro, Cornwall. Regular liaison, including travel to Cornwall is an expectation of the post.**

## **6. How to apply:**

Please email the following documents to Laura Truckle our Business Manager:  
[laura@activeplus.org.uk](mailto:laura@activeplus.org.uk)

1. A CV of no more than 2 sides of A4 and,
2. A personal statement demonstrating your suitability for the post against the key skills, competencies and experience outlined in para 3 above. Your statement should be no longer than 2 sides of A4

Please do not include any other documents or information. In the subject heading of your email please put your name followed by SWAC application.

**Closing date: Noon on Friday 23<sup>rd</sup> February 2018**

*NB Failure to comply accurately with these instructions may result in your application being rejected.*

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## **Information for candidates**

*The candidate will be working for Active Plus as part of the Building Bridges programme and this role is jointly funded by the Big Lottery Fund and the European Social Fund.*

*Building Bridges is a partnership of organisations, led by Community First, that has come together to deliver the Building Better Opportunities Programme across Swindon and Wiltshire.*

*The project has received up to £3.9M of funding from the European Social Fund and the Big Lottery Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The Department for Work and Pensions is the Managing Authority for the England European Social Fund programme. Established by the European Union, the European Social Fund helps local areas stimulate their economic development by investing in projects which will support skills development, employment and job creation, social inclusion and local community regenerations. For more information visit <https://www.gov.uk/european-growth-funding>*