**JOB DESCRIPTION**

**Job title: VRU Programme Coordinator**

**Grade: Band D (Subject to Job Evaluation)**

**Directly responsible to:** VRU Programme Manager

**Directly responsible for:** N/A

**Location:** Office of the West Midlands Police and Crime Commissioner, Lloyd House, Birmingham

**Job Purpose:**

To support the Programme Manager and the VRU Director to deliver against and manage the requirements of a range of complex grants

To support the Programme Manager in developing and maintaining programme documentation, working with project leads to track progress against delivery; identify risks and opportunities; build change proposals and scope and develop new business cases.

To work as part of the VRU’s programme management and coordination team to facilitate internal grant governance and oversight processes; taking responsibility for key coordination and administration processes and tasks.

This is a politically restricted post.

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| **Main duties and responsibilities:**1. To support the VRU Programme Manager, SMT and the wider partnership to drive a public health approach to the prevention and reduction of violence, vulnerability and exploitation in the West Midlands. The Violence Reduction Unit will act as the delivery vehicle for our regional approach and strategy.
2. To support the VRU Programme Manager in the development and administration of a number of governance and oversight forums; mapping and maintaining stakeholder networks; organising and preparing for key meetings; tracking progress against key milestones and actions..
3. To support the VRU Programme Manager, to deliver and manage the programme of work within the VRU, developing and maintaining programme documentation that enables transparent oversight of risks, issues, and progress across all strands of the units work.
4. To support the VRU Programme Manager to actively manage a range of grants providing reliable administrative support to ensure formal reporting is of high quality and meets deadlines.
5. To support the VRU Programme Manager in the oversight of commissioning, delivery and monitoring of interventions, programmes and projects against relevant grant(s) and funding arrangements.
6. To support the VRU Programme Manager and project leads in scoping and developing business cases and change proposals
7. To support the VRU Programme Manager and project leads in the facilitation of steering groups amongst stakeholders to encourage co-commissioning and mainstreaming of successfully piloted interventions
8. To support the VRU Programme Manager in engaging with key stakeholders, partners and communities in the activities of the VRU, building confidence in the unit by providing high quality assistance and advice across all platforms of communication e.g. online, telephone, face to face and written correspondence.
9. Maintain and operate efficient and effective record keeping and filing systems ensuring they are updated and information is stored appropriately
10. Research and analyse legislation, policy proposals and other topical material pertinent to the VRU’s key aims to reduce and prevent violence, including working with the Communication and Engagement lead to share learning and good practice across the VRU team.
11. Develop, produce and present programme documentation, briefing papers, reports, spreadsheets and presentations in a range of different settings
12. Keep abreast of developments, policies, legislation and best practice to inform the VRU partnership’s policy and practice.
13. Attend regional and national groups and networks as agreed.
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| **Other responsibilities:*** Support the VRU Programme Manager in raising awareness of and actively promoting the role of the VRU
* Support wider SMT colleagues with specific tasks as appropriate.
* Build, maintain and manage effective and influential relationships with a wide range within the VRU and in our wider network.
* Take responsibility for personal and professional development and maximise own resources in a way with reflects the values of the VRU and the OPCC as the host organisation
* Work closely with the other colleagues to improve operational practices and effectiveness
* Ensure compliance with all VRU and OPCC policies, procedures and practices
* Undertake such additional duties as are reasonably commensurate with the level of the post
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**Person Specification**

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Qualifications | * Degree or equivalent or experiential learning
 | * Project or Programme management qualifications
 | Application form |
| Experience | Experience of (or demonstrable ability):* Coordinating projects or programmes within a grant funded landscape
* Supporting business transformation projects
* Facilitating progress across multiple work-streams
* experience of supporting negotiations and reviews of contracts and commissioned services
* supporting the implementation of performance management frameworks and project / business planning and administration processes
* horizon scanning to keep abreast of emerging agendas and issues
* experience of building relationships within the organisation and across partnerships
* carrying out research activities and projects using a range of techniques and methods
 | Experience of:* working in a political environment
* analysing, interpreting, presenting and utilising organisational insight
* collect and analyse organisational and community insight to inform decision making and continual improvement
* analysing and interpreting complex data sets alongside organisational and community insight
 | Application formInterview |
| Knowledge and skills | * Knowledge of project and programme management methodologies and documentation
* Highly organised, with the ability to put in place and maintain administrative and project management processes
* Knowledge of current GDPR legislation and challenges
* Ability to construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally using a variety of techniques
* Excellent communication, presentation and writing skills
* Ability to utilise a full range of standard office IT software/packages
* Ability to prioritise and manage workloads and competing priorities and meet deadlines
 | * Knowledge of current national strategies relating to violence reduction activity
* A demonstrable understanding of the public health approach and its local implementation in the west midlands
* Understand the Government’s approach to tackling serious violence
* Knowledge and understanding of the Equality Act 2010
* An understanding of research methodologies and their application and understanding of data quality and information governance issues
 | Application formInterview |
| Personal Qualities | * Ability to seek out innovation and creative solutions
* Excellent communication skills
* Pro-active self-starter
* Organised and efficient
* Ability to work on own initiative
* Ability to make effective decisions
* Political sensitivity and astuteness
* Committed to promoting diversity and anti-racist behaviour
* Commitment to continuous professional development of self and of team
 |  | Interview |

Approved by HR Governance Group date

Considered and Grade confirmed at WMP Job Evaluation Panel date