

## JOB DESCRIPTION

<b>Job Holder</b>	
<b>Job Title</b>	Impact Coordinator
<b>Location</b>	95 Horseferry Rd, London, SW1P 2QS
<b>Reports to</b>	Emma Barnes, Head of Impact
<b>Direct reports</b>	N/A

### **Main Purpose of the Role: (Job Summary)**

The role will work closely with the Head of Impact to support the development and implementation of the Trust's impact management strategy, including systems and processes to measure and continuously improve the effectiveness and quality of our programmes. They will be responsible for the facilitation of Specialism and development meetings, the creation and codifying of best practice guidance and programme content, and for ensuring training and implementation of new practices. Important aspects of the role include supporting the strategic development of programme offers and clear resources for staff.

### **Key Tasks and Responsibilities: (Job Content)**

- Assist Head of Impact with identifying and codifying impactful practices to support the ongoing development of the main programme offers, and training and development of the Delivery team
  - Analyse and interrogate findings from relevant data, reports, feedback, and industry insights
  - Facilitate feedback and collation of good practice from team delivering on the ground
  - Develop recommendations for continuous improvement and increased impact
  - Propose/develop methods of putting impact management recommendations into practice including codifying good practice into clear resources & guidance for delivery team
  - Support with the implementation of regular training sessions for the Delivery team
  - Lead discussions/activities at programme Specialism/development meetings
  - Prepare necessary reports and analysis for regular Specialism/development meetings
  - Contribute to Impact portion of monthly staff meeting, as required
  - Enable and support the Delivery team to reach set KPIs
  
- Working closely with Delivery team, lead on the creation, implementation, and maintenance of core programme resources/content, including:
  - Resources to “sell” programmes to young people, schools, referral partners, etc.
  - Programme content/delivery resources, including activity materials
  - Instructional training resources (e.g. flowcharts, Trello templates, how-to guides)
  - Flowcharts and instructional resources
  
- Work closely with Senior Impact Coordinator to support the continuous development and improvement of impact management systems and processes, including:
  - Theories of Change
  - Programme dashboards
  - Caseload management systems
  - Registration forms
  - Monitoring & evaluation frameworks

- Evaluation forms
- PowerBI dashboards/Salesforce reports
  
- Contribute to relevant labour market research and analysis as necessary, helping to identify trends, areas of potential growth, and high demand career opportunities for young people
  
- Other duties as agreed by Head of Impact or Chief Executive, including leading/participating in relevant Task & Finish groups

**Safeguarding:**

Construction Youth Trust takes the safeguarding of young people extremely seriously and all Trust staff have a duty to protect the welfare of young people with whom we work. All staff have responsibility to act in accordance with the Trust's safeguarding policy and protocols at all times.

**CRM:**

Construction Youth Trust is committed to ensuring all relevant information being promptly recorded and updated on the Trust's CRM system. All staff have a responsibility to ensure a good working knowledge of the CRM system and to update the database promptly and accurately.

I confirm that I have read the above job description, and I fully understand and accept the role and responsibilities as described.

**Job Holder:** (Name/Signature)

**Date:**