



## Programmes Coordinator

### Job Description and Person Specification

<b>Hours:</b>	22.5hrs per week
<b>Salary:</b>	£26,250 - 29,000 pro rata per annum ( based on 37.5hrs per week)
<b>Locations:</b>	Primarily home based with travel throughout London and the South-East
<b>Reports To:</b>	Chief Officer
<b>Other:</b>	An enhanced DBS check is required for this role.

### Overview of the Role

We wish to appoint a highly motivated, committed Programme Co-Ordinator to expand our programme in Educational & Community Settings. This is an exciting new post and the successful applicant will be a key player in developing and creating a role to support the charity's growth.

The successful applicant will work to develop collaborative relationships between educational settings and professionals to support a 'whole community approach' to mental health. In addition they will develop excellent relationships with relevant external agencies and help build support programmes through evaluation and needs assessment of the charity's beneficiaries.

In this post, you will be dealing with a variety of people at all levels, so you must be an effective communicator, ensure confidentiality, and have strong interpersonal skills and a willingness to work as part of a team.

### About Joe's Buddy Line

Joe Lyons was a caring son, brother, a wonderful friend and a talented, award-winning Radio Producer. Known as "Producer Joe", he became Senior Producer of the Roman Kemp Breakfast Show at Capital Radio. Very sadly in August 2020 Joe passed away in totally unexpected circumstances at just 31 years of age.

During Joe's life he brought a cheeky spirit and constant laughter to all those that met him. His selflessness and commitment to helping others touched so many, and in loving memory and as a legacy to Joe, his friends and family set up **Joe's Buddy Line Charity** in January 2021.

**Our mission** is to provide accessible and empowering mental health and wellness support to young people and their communities. Through education, resources, and advocacy, we will create environments where mental health conversations are open, accepting and stigma-free.

## **Key Responsibilities**

Working as the central liaison between educational settings and Joe's Buddy Line third-party practitioners to ensure the charity's programmes are established, supported and executed to the highest standards to support young people develop core skills to support their mental health.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **JOB PURPOSE:**

- Working to assess, plan and implement our programmes with chosen education partners within the community.
- Develop excellent relationships with our third party practitioners, staff, volunteers and work closely with our trustees. You will also develop excellent relationships with relevant external agencies and partners and communicate with them when appropriate.
- To collaborate and administratively support the relationship between partner settings and Joe's Buddy Line practitioners for smooth execution of service.
- To assess the success of support programmes through evaluation, monitoring and reporting and advise key changes to approaches to suit end user needs.
- To support the charity's aims, vision and mission; contribute specialist mental health knowledge and have a working understanding and knowledge of safeguarding policies and procedures.
- In collaboration with the Leadership Team, the post holder will contribute to the development of policy and protocols in light of national / local guidance. This process will encompass audit and service evaluation.

### **DUTIES AND RESPONSIBILITIES:**

- To contribute to establishing support programmes within education settings and the community; focussing on the prevention of the development of mental illness and promoting good emotional wellbeing across the population.
- To support the delivery of mental health and wellbeing related programmes.
- To develop and promote collaborative multi-agency working practices by providing information and expertise to partners in professional third-sector, social care and medical services.
- In collaboration with a member(s) of the leadership/trustee team, the post holder will contribute to the development, evaluation and monitoring of the mental health and well-being programme service.
- To maintain, deliver and audit all Joe's Buddy Line programme products and equipment.
- To have responsibility for promoting and safeguarding the welfare of children and young people you come into contact with as laid out in the charity's safeguarding policy.

- To ensure all tasks are carried out with due regard to Health and Safety, in particular to complete all relevant risk assessments and accident reports as laid out in the charity's policy documents as necessary.
- To maintain accurate and up to date records and activities of partners, settings, suppliers and agencies.
- Attend and promote positive mental health and wellbeing displays or events with stakeholders.
- To contribute to the identification of training needs of staff / workers within the programmes team.
- To be available to guide the administration of mental health & suicide first aid in accordance with Charity Policy.
- To undertake appropriate professional development.
- To adhere to the vision and mission of the charity and to set an example of personal integrity and professionalism.
- To attend appropriate staff and multidisciplinary meetings.
- Any other duties as directed by the Chief Officer which are commensurate with the title of post.

## Person Specification

### ESSENTIAL

- Proven ability to understand the current, complex educational environment and the needs of staff and young people within these settings.
- Knowledge of mental health issues, whether through a track record of employment or lived experience.
- Proven ability to develop, implement and manage complex projects and programmes.
- A clear communicator with a track record of building partnerships and influencing partners/key stakeholders.
- Sound financial literacy to understand and implement programme budgets.
- Experience in impact measurement and reporting.
- Competent in using Microsoft 365 or similar to manage documents and shared resources.
- An undergraduate degree or qualification in a relevant field or equivalent work experience in a management capacity for a small charity or similar organisation (e.g. private or public sector).
- Ability to manage the health and safety and safeguarding aspects of programme delivery.
- Proven ability to present to and communicate with a wide and diverse range of people, including representatives from the educational sector, local authorities, voluntary sector and other professionals.

- Ability and willingness to travel throughout the UK as may be required.
- Commitment to increasing diversity and representation.

**DESIRABLE**

- Experience of working in the voluntary sector and an understanding of the issues and challenges it faces.
- Experience of working in partnership with statutory services, educational organisations and third-sector organisations.
- Understanding of marketing including use of social media platforms.

**How to Apply:**

Please email your CV; including contact details for two referees; with a cover letter which clearly details your suitability for the role to: **[info@joesbuddyline.org](mailto:info@joesbuddyline.org)**

Closing Date for Applications: **9am Monday 15th April 24'**

Interview date: **Week beginning 22nd April 24'**