

## JOB DESCRIPTION

**POST: PARTNERSHIP CO-ORDINATOR  
(Working to Capacity Project)**

**ACCOUNTABLE TO: SERVICES MANAGER**

**Connecting Hastings and Rother Together (CHART) Community Led Local Development (CLLD) Programme is delivering the CHART CLLD Local Development Strategy to support projects that bring a fresh approach to tackling deep-rooted problems in deprived communities within Hastings and Bexhill. The Programme uses European Structural and Investment Funds.**

### **Overall purpose of post:**

- To support the capacity building of SLiC (Skills and Learning in the Community) members
- To ensure the project reporting is complete in line with requirements for SLiC and Hastings Borough Council

### **1.0 Operational**

- 1.1 To build and foster relationships with SLiC members and act as the liaison for the SLiC Board, providing timely reports
- 1.2 To support the development of a consistent suite of policies including sustainability and equality and diversity which support learners, using best practice and quality standards
- 1.3 To research tendering/funding opportunities and submit agreed bids on behalf of SLiC, using consultation and data information
- 1.4 To support the capacity of SLiC members, identifying gaps and potential new members
- 1.5 To raise the profile of SLiC as a training consortium using a range of media
- 1.6 To liaise with the Working to Capacity team to ensure appropriate and necessary data is collated for the funding returns
- 1.7 Contribute to the strategic planning of SLiC, including innovative approaches to future partnership working

1.8 To engage in network opportunities relating to adult learning

## **2.0 Administrative**

- 2.1 Administrative communications including managing e-mails, phone calls, online meetings from and to SLiC members and wider community networks
- 2.2 To use appropriate documentation for the project and ensure this is completed in a timely fashion for the funding claim
- 2.3 To keep detailed and up to date records of the work as part of the project to support the claim process
- 2.4 To provide updates and reports to regular SLiC Board meetings
- 2.5 To develop information to raise the profile of SLiC and its members
- 2.6 To write and contribute to bids on behalf of SLiC
- 2.7 To keep SLiC members informed of key developments

## **3.0 Other duties**

- 3.1 To follow and promote FSN policies and be aware of SLiC policies at all times, reporting any issues of concern
- 3.2 To attend, supervision, training and meetings as and when required
- 3.3 To carry out any other reasonable duties as requested by management

This Job Description outlines the general ways in which it is expected you will meet the overall requirements of the post.

The list of tasks is not an exclusive one and duties may be varied from time to time. This Job Description is subject regular review.