



R.C.S. Ltd Recruitment Opportunity

The Romsey Community School Limited (R.C.S Ltd) are pleased to share with its partners and colleagues that they have been successful in securing £485,000 from Big Lottery as part of their Building Better Opportunities Fund. R.C.S. Ltd will manage The Alliance Programme and work across the Enterprise M3 Local Enterprise Partnership area, with 7 Delivery Partners providing one to one support and ensure access to critical interventions that will ensure they are able to move closer to the work place and eventually into the work place.

Collectively the partnership will work with with 150 people across the Enterprise M3 Local Enterprise Partnership, all of whom will receive end to end support and assistance to combat their personal barriers that prevent them from entering the work place, right through to finding employment and sustaining their working life. The programme ends on 31st December 2019.

The following information provides a Job Description for the role of Participant Coordinator, please send a CV and covering letter to bbo.rcs@gmail.com or post your application to The Community Office, Romsey Community School, Greatbridge Road, Romsey, SO51 8ZB. For more information, please send an inquiry at <http://www.rcsservices.org.uk>.

The closing date for applications is Friday 23rd March 2018

(Interviews will take place on Thursday 29th March 2018)





The Alliance Programme - Job Description

Job Title	Participant Co-ordinator
To be Located	RCS Romsey
Designated Line-Manager	Project Manager
Line Management Responsibilities	N/A
Job Overview	To assist implementation the delivery of the Alliance Programme (only), in line with ESF/BLF requirements and against specified project outcomes.
Responsibilities	
<ul style="list-style-type: none"> • Coordination of programme referrals • Assessment of participant eligibility • Checking participant evidence • Holding and updating of participant database (Annex L) • Monitoring referral intake based on partner targets (Key demographics, geographic) • Liaising with external agencies for referrals and external interventions • Have an up to date understanding of Building Better Opportunities (BBO) evidencing requirements and communicating with BBO funding officer where appropriate • Approval of expenditure through the Participant Discretionary Fund • Assisting and advising Support Workers regarding evidence, eligibility and referrals • Chase up missing or inadequate evidence from delivery partners both preceding and following quarterly evidence submissions • Ensuring all delivery partners meet BBO publicity requirements • Presenting participant updates to the Project Board • Assisting the Project Manager with evidence checking when required 	
Knowledge/Skills Required	
Essential	
<ul style="list-style-type: none"> • Inter-personal skills • Ability to communicate at a high level both verbally and written • Ability to use MS Applications and have strong computer skills • Highly organised and efficient • Understanding of Equality & Diversity and Sustainability • Accurate attention to detail • Ability to use initiative and make risk based decisions • Ability to manage a varying workload and multiple tasks to a deadline 	

Desirable	
<ul style="list-style-type: none"> • Good understanding of ESF evidencing requirements • Presentation skills 	
Qualifications Required	
Essential	
<ul style="list-style-type: none"> • Educated to A level standard • GCSE qualifications must include Maths and English at C pass or above 	
Desirable	
<ul style="list-style-type: none"> • Business Studies 	
Experience Required	
Essential	
<ul style="list-style-type: none"> • Must have experience of working with other people to achieve an organisational goal • Must have experience of working in a role where accurate reporting was essential 	
Desirable	
<ul style="list-style-type: none"> • Working in a community based project • Working within a publicly funded framework • Experience of ESF funding or BLF • Experience of working with a diverse partnership network 	
Hours per week	37 hours per week
Suggested Rate of Pay	£23, 000
Length of Contract	Fixed term contract until December 31 st 2019