

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE	:	Economy & Place
SECTION	:	Work Health and Skills Team (Talk English)
LOCATION	:	Number One Riverside (Floor 3)
JOB TITLE	:	Talk English Project Coordinator
POST NUMBER	:	
Grade	:	GRADE 7
Accountable to	:	Talk English Project Coordinator
Accountable for	:	Tutors and Volunteers
Hours of Duty	:	30 hours per week in accordance with the provision of the Authority's Scheme of Flexible working and operational requirements of the Team.
Any Special Conditions of Service		The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.

Work Life Balance Scheme in operation.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART

PURPOSE AND OBJECTIVES OF THE JOB

1. To work collaboratively with the Talk English Team with the collection, tracking and analysis of information and intelligence in order to submit information to grant providers, Rochdale council and partners against specific deadlines.
2. To monitor the Talk English budget and in liaison with the service manager set and monitor budget income and expenditure.

3. To support staff and partner agencies in the implementation of specific projects and programmes of work related to Talk English including liaising with management and staff, other council services and outside agencies.

Control of Resources

Personnel

Supervision of any staff as required

Financial

To be responsible for the ongoing monitoring of the Talk English course budget in accordance with the financial regulations and procedures of the Authority and reporting to the Project Coordinator and ESOL Lead

Responsible for the managing if additional financial grant sources.

Responsible for the raising of purchase orders and journals and the timely payment of invoices.

Assist the service manager with setting budgets

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

- Managers and staff
- Colleagues within the Service
- Colleagues in Targeted Services
- Talk English tutors and volunteers

External

- Funding agencies
- Grant Providers.
- Outside agencies/service providers
- Parents/Carers

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To lead on the collection of performance management information, ensuring information is kept up to date and liaising with the Talk English Project Coordinator.
2. Have oversight and keep up to date with a wide range of deadlines for Talk English at a local, regional and national level, initiating and reprioritising actions for self and others to ensure that all deadlines are hit.
3. Manage and lead on the development and maintenance of appropriate information systems, including databases and spreadsheets to report accurate data for analysis and interpretation.
4. To work with the Talk English Project Coordinator on the collation and checking of information and data relating to Talk English with particular reference to additional grant sources.
5. To work closely with the Service Manager, Talk English Project Coordinator and service lead officers across organisations to understand the requirements in relation to getting up and maintenance of the Talk English data to identify, design, develop and embed protocols.
6. To support the Service manager and Talk English Project coordinator as agreed on specific strands of projects with emerging themes with the ability to quickly set up new processes to ensure outputs are produced in accordance with agreed expectations and deadlines.
7. Work closely with the Talk English Coordinator with the collection, tracking and analysis of information and intelligence in order to submit information to grant providers, Rochdale council and partners against specific deadlines.
8. To provide data analysis using a wide variety of software, including extracting information for manipulation, analysis, interpretation and presentation.
9. Establish and maintain performance management systems which track and monitor the goals and targets of learners and provide evidence of successful, significant and sustained outcomes.
10. Maintain specialist knowledge, through training and development, key performance reporting tools, software and ICT systems.
11. Work with internal and external partners to ensure all research and analysis is high quality and cost effective.
12. Organise conferences, events, training courses and team meetings on behalf of the team, book venues and manage all related administration including arranging speakers, bookings delegates, sending out paperwork, etc.
13. Organise meetings for senior level staff and provide administrative support before and during meetings, including drafting agendas, circulating reports, progress chasing issues,

liaising with other staff, and recording and presenting information from the meeting ensuring confidentiality at all times.

14. Receive telephone calls for the Talk English and ESOL team as agreed in a courteous manner and record and direct as appropriate and ensure visitors are courteously received and welcomed.

Secondary Duties

- 1 Ensure documentation e.g. reports, agendas, publications and articles are available and up to date.
- 2 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 3 To attend meetings as may be required.
- 4 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____ Date _____

Agreed by Postholder _____ Date _____

Manager _____ Date _____