**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | HAF Programme Co-ordinator |
| Salary: | £33,366 |
| Grade: | 9 |
| Hours: | 37 per week  |
| Team: |  |
| Service Area: | Children’s services  |
| Primary Location: | Home or County Hall |
| Budget responsibility: | No |
| Responsible to: | To be confirmed |
| Responsible for: | N/A |
| Political Restricted Post: | No |

## Job Purpose

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| This post will lead on coordination for the development and delivery of the Holiday Activity and Food (HAF) Programme* To work in partnership with external organisations to lead coordination and delivery of a range of programme of activities (such as physical and enrichment activities) to support children and young people’s wellbeing all year around including over the summer holidays for a minimum of 4 weeks and a minimum of 4 days over Christmas and Easter.
* To use mapping data to identify and target a percentage of children and young people who are in receipt of FSM (Free School Meals), actively engage and participate in the activities.
* To lead on implementation and coordination of partnerships / collaborations to deliver the programme with schools and external organisations.
* To support the programme plan in line with funding terms and conditions by quality assuring the provision and making adequate visits to the settings for quality assurance. Responsible to collate the findings and outputs of these visits and present to their manager and partner organisations.
* Responsible to ensure that all providers are paid in a timely manner. The post holder will ensure the setup and payment of providers on the finance system.
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## Job Responsibilities

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| This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.* To lead on engagement with countywide delivery partners to ensure that systems are in place and followed to monitor and evaluate the programme on an ongoing basis.
* To support suitable providers in accessing the funding.
* To lead the development of support processes such as supporting organisations in completing application processes to become the council’s delivery partner especially from smaller providers across the County.
* To ensure effective methods of engagement with children and families/carers are in place. The post holder will act as a single point of access for schools, providers and families to resolve queries around eligibility and ensure uptake of identified children is completed in a timely manner.
* To lead on supporting partners to develop extra provisions across the county in areas of identified gaps.
* Collect, provide and interpret analytical information to the Service Manager for the evaluation of programme delivery and recommend any improvements where relevant.
* Ensure that the programme links effectively with other District wide initiatives by representing OCC at relevant meetings (including regional network meetings) and ensuring consistent offer to children and young people is made.
* Use appropriate communication channels to ensure activities are promoted and advertised regularly to all countywide schools and other agencies with an objective to encourage participation and awareness of the HAF programme.
* Set up new providers on the payments system and process payments for all providers in a timely and accurate manner.
* To work closely with their manager following evaluations, to drive continuous improvements and developments across all aspects of Oxfordshire’s HAF programme.
* Work collaboratively with key stakeholders across the directorates at Oxfordshire County Council and members of the wider HAF Partnership team to ensure efficient delivery of the programme.

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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| * Min level 3 academic qualification, able to analyse and interpret data and be able to present in a report format.
 | A, I, D |
| * Able to communicate efficiently with external partners, schools and families and have excellent communication skills-both written and verbal.
 | A, I |
| * Extensive experience of working with other agencies and organisations in similar role and / or in working in partnerships driving effective stakeholder relationships in areas of programme delivery and funding.
 | A, I |
| * Sound experience of supporting similar nature projects or programme in children’s services or school settings.
 | A/I |
| * Knowledge of how positive activities impact on children/young people
 | A, I |
| * Knowledge of basic procurement and finance payment processes and systems.
 | A, I |
| * Knowledge and / or experience of conducting quality assurance of similar nature.
 | A, I |
| Knowledge and understanding of what makes children vulnerable and statutory services in place to support them. | I, A |
| **Desirable Criteria** | Assessed By: |
| * Knowledge of Oxfordshire’s offer of positive activities
 | I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks  | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.