

JOB DESCRIPTION

JOB TITLE:	Programme Co-ordinator
MANAGED BY:	Head of Democratic Services
GRADE:	7

BACKGROUND

The West of England Combined Authority is seeking to appoint a Programme Coordinator to work at the heart of the organisation.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting into the Head of Democratic Services, the programme coordinator will specialise in supporting the senior meetings, briefings and approvals process for projects throughout their lifecycle. This is a diverse and busy role and will need someone who is able to be responsive to supporting the needs of the Mayor and Chief Executive in delivering the mayor's priorities.

They will:

- support key meetings of senior staff, making all necessary arrangements to ensure meetings run smoothly, ensuring papers and briefings are prepared and circulated in good time
- be comfortable dealing with senior managers and partners, ensuring high quality advice and support is provided to the Mayor
- be highly organised, have strong communication skills, and be able to prioritise and handle multiple issues concurrently.

KEY RESPONSIBILITIES

- Work closely with the Head of Democratic Services to ensure that appropriate governance is in place for key meetings and that activities link where appropriate with the forward plan for the wider corporate portfolio of projects
- Arrange for the preparation of papers and the briefings of key stakeholders in advance of important meetings and committees
- Liaise closely with all staff across the organisation, as well as internal and external stakeholders, to co-ordinate updates, prepare reports and support development of the forward plan
- Capture and share action notes from key meetings, ensuring the right people are providing the right responses at the right time
- Ensure that appropriate administrative processes are in place, making changes where necessary to improve efficiency
- To ensure that the regular cycle of reporting is co-ordinated efficiently
- To ensure activity is managed within internal and external governance requirements.
- Work with colleagues to ensure relevant training and guidance materials are up to date and understood across the organisation
- Report on project progress to internal and external stakeholders and through the democratic governance structures
- Working with a wide variety of colleagues to coordinate reports and ensure consistency in published information.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to either HNC or degree level in a relevant academic subject, or able to demonstrate equivalent experience
- Knowledge of programme or project management disciplines and their practical application

Experience

- Experience of co-ordinating meetings, setting agendas and managing forward plans
- Experience of using a suite of Office IT packages, SharePoint, MS project or similar, to co-ordinate tasks, projects and programmes
- Experience of applying project / programme management discipline to the co-ordination of a work programme
- Experience of working with staff at all levels of an organisation to complete tasks
- Some experience of working in a local government or political environment

- The role would suit an experienced project administrator

Skills and Competencies

- Some management competence and can operate with minimal direction
- Ability to prioritise work independently, and work across a wide range of often diverse tasks on a daily basis
- Excellent organisational skills, with the ability to co-ordinate a complex series of meetings and programmes
- Excellent written and verbal communication skills
- Determined and resourceful
- Comfortable working with many different people and organisations on a daily basis.

DESIRABLE

Qualifications and Knowledge

- Some experience of working in the public sector

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 21s, currently £11.44 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of

England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

