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| **Role Summary** |
| Job Title: | Coordinator | Salary: | £15,594.00 per annum |
| Function: | Operations |  Part Time (21 hours) |
| Reports to: | Director of England and Wales | Base Location: | Midlands |

**YOU WILL :-**

* Be an enthusiastic ambassador for the Armed Forces Covenant Fund, Thrive Together programme, liaising with partners, stakeholders and veterans.
* Support the implementation of the Regional Strategic Plan, which has been developed through extensive regional consultation.
* Provide budget and invoice management support to the Thrive Together Programme management team including tracking project expenditure, maintaining accurate records, and processing invoices and expenses in a timely manner.
* Attend various governance and stakeholder group meetings, schedule and coordinate programme meetings, ensuring all stakeholders are informed, take comprehensive meeting minutes and distribute them to attendees promptly.
* Assist in the development and maintenance of partnership agreements, liaising with partners to ensure agreement, compliance and facilitate collaboration.
* Support the governance structure of the programme working with the Thrive Together management team, the Armed Forces Covenant Fund and our partners to ensure programme governance is upheld and remains productive.
* Facilitate meetings, serving as a point of contact for meeting logistics such as venue booking and equipment set-up. Ensure effective communication and collaboration during meetings.
* Communications and briefings: draft and distribute project-related communications, including newsletters, updates, and briefings. Ensure consistent Thrive Together messaging and branding across all communication materials.
* Monitor project related email accounts and respond to inquiries in a timely manner.
* Support the communications team with Thrive Together related social media channels, providing updates and engaging with followers.
* Work closely with colleagues across the business, supporting team members in completing their tasks to ensure they meet milestones, including the preparation of internal reports which contribute to contract performance and /or development.
* Ensure that the Programme risk registers are accurately maintained, liaising with all stakeholders to ensure reviews and checks are scheduled and delivered on time.
* Assist with the delivery of key governance material relating to areas such as UKGDPR and Safeguarding.
* Actively contribute to a culture of innovation, resourcefulness, and best practice to make the best use of your time and others. Able to spot and identify positive opportunities for change and development.
* Work in an agile manner, being willing to put time and effort where organisational priorities require and approach your role with flexibility and enthusiasm.
* Be an enthusiastic ambassador for DMWS and the Thrive Together Programme, liaising effectively and professionally with all stakeholders and ensure your work reflects the culture of DMWS.
* Treat everyone with dignity and respect, always abiding by our Diversity & Inclusion Policy and challenging any unfair practices or behaviours. Celebrate diversity and help the organisation to be an employer of choice.

**IDEALLY YOU WILL HAVE:**

* Proven experience in project coordination or administration.
* Strong organizational and time management skills, with the ability to multitask effectively.
* A detail-oriented approach, as attention to detail is key in this role.
* Experienced and extremely competent in the use of Microsoft 365 products (E.g. Teams, Excel, Word, SharePoint, Outlook, Planner, etc.).
* Experience in the nonprofit sector or working with partnerships.
* Excellent communication skills, both written and verbal.
* Proficiency in budget management and financial record-keeping.
* Experience with meeting coordination and minute-taking.
* Ability to work collaboratively in a team environment.
* A self-starter – you’ll be self-motivated, able to run with a task when given it, whilst making a judgement call on when to ask for help or guidance.
* Strong communication skills, as you will be working with colleagues across public, third sectors, and business, as well as internal partners. Effective communication with individuals at all levels is essential in this role.
Familiarity with safeguarding protocols and relevant legislation.
* Ability to keep accurate records and a good understanding of the importance of data.
* A current Driving Licence and access to a vehicle.
* A willingness to travel.
* A strong commitment to work in accordance with and promote our values which are: -
	+ **Commitment** - We are passionately committed in heart and mind to the people we support, delivering our service whenever and wherever they happen to be.
	+ **Integrity** - We act with integrity, consistency, and honesty in all that we do.
	+ **People** - We support each other. We trust, encourage, and develop our staff, because we know that it is our people who make us what we are.
	+ **Working Togethe**r - We work collaboratively together and with others to provide the best possible service to the people we support.