

## JOB DETAILS

Job title: **Programme Co-ordinator (PlayTalkRead)**  
Reports to: Operations Manager (Projects - Smart Play Network)

### OVERALL FUNCTION

To successfully oversee and co-ordinate the day-to-day delivery and operations of the PlayTalkRead Roadshow. Take the lead in the main duties of the role and delegate tasks and responsibilities to the wider office team to utilise individual skills and interests.

### SALARY AND HOURS OF WORK

A salary of **£27,500** per annum will be paid monthly by bank transfer, usually on or around the 25th of the month. This post will average a **35 hours** working week normally Monday to Friday but will require an element of flexibility and is based in Edinburgh.

The post is a **fixed term** post to **31<sup>st</sup> March 2023 (continuation subject to funding)** and requires a 3-month probationary period.

### PERSON SPECIFICATION

#### Essential criteria

- Previous experience of managing staff
- Understanding of the benefits of play and early intervention in a child's development and wellbeing
- An interest in vehicles and the challenges of managing a small fleet of large vehicles
- Strong communication / written and liaison skills
- Confidence in preparing and delivering presentations
- A good understanding of Excel and Microsoft Office applications
- Ability to act on own initiative
- Ability to produce marketing and publicity materials (leaflets, posters etc)
- Excellent understanding of evaluation and monitoring
- Experience using social media and creating digital content
- Excellent interpersonal skills
- Attention to detail
- Ability to work well under pressure and meet tight deadlines
- An innovate approach to service and project development
- Excellent understanding of the impact of outreach services
- Flexibility to travel and able to drive
- Highly organised

#### Highly advantageous criteria

- Knowledge and experience of the Play Sector and linked policy landscape
- Educated to degree level or equivalent
- Proven track record of project management
- Experience of co-ordinating schedules and staff rotas
- Experience of marketing and/or event management
- Experience of managing mobile projects
- Previous national campaign experience

## **Main Responsibilities**

- Scheduling locations and logistics for session and events
- Co-ordinating staff rotas for tours and events
- Organise vehicle maintenance, repairs, and annual testing
- Organising agency drivers where needed
- Maintain and develop partner relationships
- Evaluation / data gathering and collation of key statistics and information
- Demographic planning and research around Scottish Indices of Multiple Deprivation
- Interim and annual reporting
- Booking and organisation of staff travel and accommodation
- Staff expenses and timesheets processing to pass for payment
- Social media posts and digital content
- Stock orders and control (office and delivery materials and collateral)
- Asset control (IT, equipment etc) (via Itegit system)
- Marketing and publicity leaflets and posters
- Be the day-to-day contact for emergencies and matters arising
- Line management of Project Officers
- Smooth running of PTR office
- Step in to support events or delivery where needed
- Co-ordinate regular team meetings for sharing of practice and discussing successes and challenges.
- Work alongside the Operations Manager to monitor budgets and spend.
- Report to Senior Management and Trustees on progress and deliverables.
- Carry out any other reasonable tasks as required by Senior Managers.
- Be flexible with working hours to compliment the roadshow delivery programme, including on-call for weekend events
- Liaise with key agencies both local and national to add value to the existing model of delivery.
- Explore new opportunities for partnership working across the children's sector.
- Promote and present on the successes and challenges of PlayTalkRead and SPN at appropriate forums and events.

## **SUPERVISORY RESPONSIBILITIES**

The post holder will directly line manage 2 x Project Officers and take a role in the support of the wider staff team of playworkers.

## **SUPERVISION RECEIVED**

The post holder will be line managed by the Operations Manager. Regular support and supervision will be arranged with the Operations Manager.

## **MONETARY RESPONSIBILITIES**

Responsible for petty cash and various account spend for accommodation bookings and vehicle spend.

## **IT AND EQUIPMENT SUPPLIED**

The post holder will be supplied IT equipment to use at home and the office.

## **EXPENSES AND TRAVEL**

Expenses for travel and out of pocket costs other than those to commute to work will be reimbursed.

## **OTHER RESPONSIBILITIES**

In common with all SPN staff, the post holder will be expected to work in accordance with the aims of the Smart Play Network, and to observe the policy and procedures set out by the Chief Executive of the Charity.

The post holder will be expected to act in accordance with SPN's Equal Opportunities Policy.

It is expected that the post holder will uphold SPN's non-smoking work policy.

The post holder will be expected to assist with any reasonable administrative duty at the request of the line manager for the post.

SPN/LF