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**CASH FIRST COORDINATOR**

**Job Description**

Employer: Perth Citizens Advice Bureau

Job Title: Cash First Coordinator

Responsible to: Business Development Manager

Accountable to: CEO

**Location:** Home based with regular travel within Perth and Kinross

**Hours per week:** 35 (occasional weekend and evening work will be required) Fixed term 2 years

**Salary:** £27,834 (+6% pension)

## Summary of Main Responsibilities:

The Cash-First Coordinator will be responsible for the creation and the delivery of a Cash First Partnership throughout Perth and Kinross. This is new role and the post-holder will be responsible for ensuring that those facing poverty in Perth and Kinross are able to access services including setting up a robust partnership referral system. The post holder will have strong interpersonal skills as building relationships with partners in the third and public sectors and engaging with and listening to those with lived experience are vital for this role.

This is an evolving role so main responsibilities may be updated as the role develops

**Main Responsibilities:**

1. Develop a robust mapping and referral system for partnerships throughout Perth and Kinross taking a locality-based approach led by data on the needs of communities
2. Develop and promote the Cash First Partnership by engaging with those with lived experience ensuring that their needs lead the design of the partnership and referral systems; this will include designing, onboarding and facilitation of steering groups, focus groups and community engagement events with the support of the CEO and Business Development Manager
3. Develop and promote the Cash First partnership including facilitating partnership meetings and locality based steering groups and carrying out promotional work
4. Implement systems of monitoring and establish a reporting framework
5. Maintain strong relationships with key stakeholders including the local authority and third sector interface
6. Act as am ambassador for Perth CAB supporting the Business Development Manager with partnership and promotional events
7. Any other relevant activity as required by the Business Development Manager or CEO

**Person Specification**

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|  | **COMPETENCIES** | |
|  | **ESSENTIAL** | **DESIRABLE** |

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| **QUALIFICATIONS** | Willingness to complete additional training as required for appropriate performance of the role  Driving licence |  |

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| **EXPERIENCE** | Experience of communicating with a variety of stakeholders  Experience of managing and maintaining strong professional relationships.  Experience of public speaking  Experience of using CRM or similar software  Experience of writing data led reports and demonstrating strong attention to detail  Experience of working within a busy environment  Experience of managing competing priorities within agreed timeframes | Experience of being involved in the implementation of CRM or equivalent software  Experience of creating reporting frameworks  Experience of carrying out engagement events or focus groups |

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| **KNOWLEDGE, SKILLS AND**  **ATTRIBUTES** | Knowledge of the third sector  Knowledge of local authority structures and strategic plans  Proficiency in use of Microsoft Office and CRM’s or equivalent  Have excellent organisational skills with the ability to structure processes and set up efficient systems including work planning  Be consistent and accurate and have an eye for detail  Learn quickly, be adaptable, flexible and able to work in an ever-changing context  Be able to take initiative  Confident speaking to individuals and groups  Have well developed interpersonal skills and be able to communicate with a variety of colleagues and stakeholders | Knowledge of data-led service design |

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| **VALUES** | Be committed to the aims and principles of the CAB Service  Be committed to Equality and Inclusion  Be committed to working as part of a team. |  |