

Network Services Co-ordinator

£35,492-£40,353 (pro-rata)

(21 hours per week)

Dear Applicant

Thank you for your interest in the above post. Please find attached all the relevant information you will need to complete your application.

To apply, please send us:

- An up-to-date CV
- A supporting statement (max 2 pages) that outlines your interest in our organization and this role, and your fit against the criteria set out in the person specification and job description.
- Details of two people who could provide a reference for you. References would only be taken up with your prior agreement.

Please also complete the equal opportunities monitoring form which is included in this application pack.

Please e-mail us at diana.sinclair@relationships-scotland.org.uk or by post to:

Private and confidential
Diana Sinclair
Relationships Scotland
18 York Place
Edinburgh EH1 3EP

The closing date for completed applications is **midday on Wednesday 28th October** and interviews will be held in person at

18 York Place in Edinburgh on **Tuesday 10th November**.

We look forward to receiving your application.

Relationships Scotland

Summary of Key Terms and Conditions

- Fixed term to 31 March 2027 in the first instance, with the intention from Scottish Government to extend funding to March 2029.
- 1 month Probationary Period
- Salary £35,492-£40,353
- 21 hours a week
- All staff work in the office on Tuesdays. Other hours can be worked flexibly either at home or in the office, with additional meetings in the office as required
- 30 days Annual Leave (pro-rata)
- 7 Public Holidays (pro-rata)
- You will be auto-enrolled into our pension scheme with a 10% contribution from Relationships Scotland. You can make your own additional contributions to this.

Job Description: Network Services Co-ordinator

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently but is not intended as a wholly comprehensive or permanent schedule.

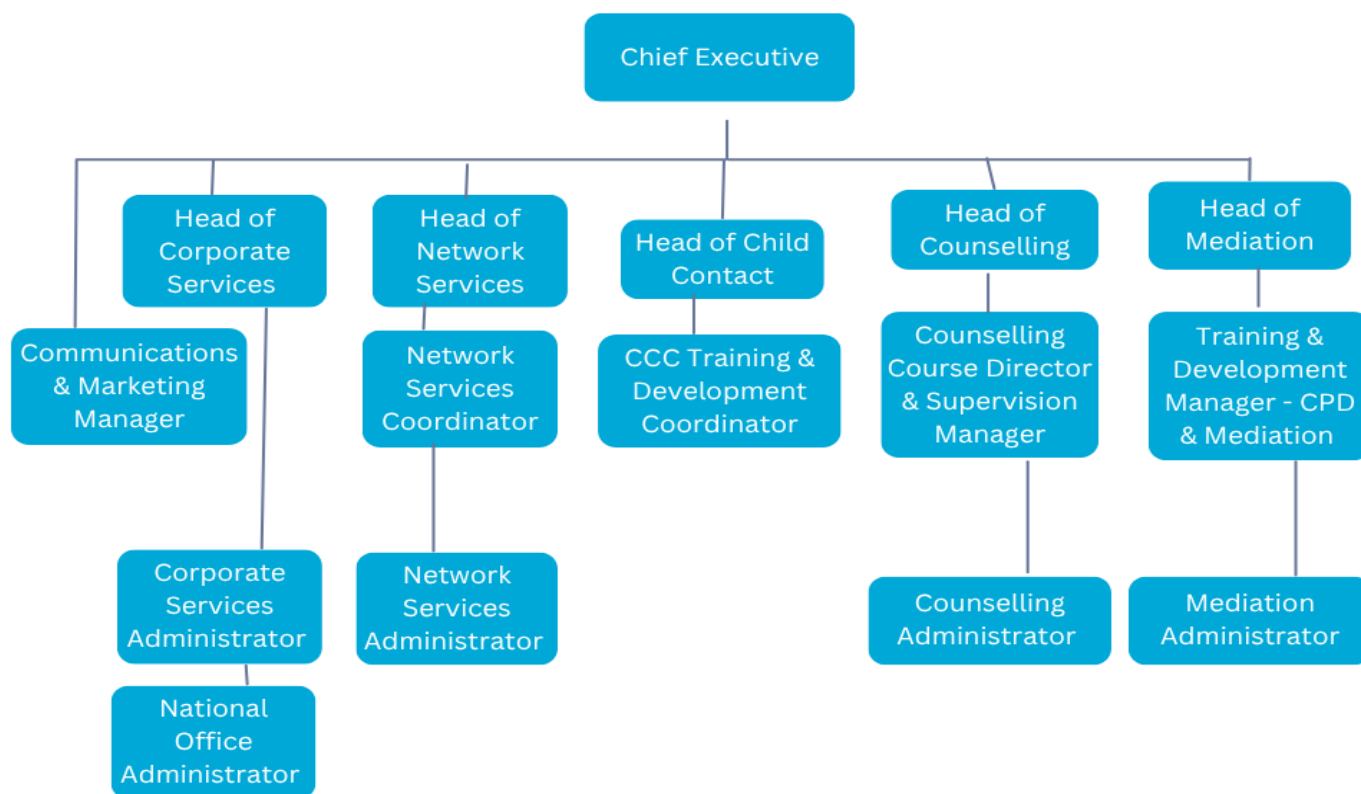
1. Job Details

- Job title: Network Services Co-ordinator
- Reports to: Head of Network Services

2. Overall Purpose of the job

- To support the work of the Network Services team, in particular assisting the Head of Network Services with the delivery of the Weave Partnership, and the Corra CYPFEI Fund.

3. Organisational Structure



4. Principal Accountabilities

- Supporting the Head of Network Services with the ongoing development and coordination of the WEAVE Partnership
- Coordinating events and materials for WEAVE partnership training, ensuring this is accessible to all Network practitioners
- Develop new ways to share best practice between the network, including exploring new apps or technologies to assist with this, such as Padlet
- Develop a comprehensive set of national and template policies for Member Services which are regularly updated and ensure the Member Services database is kept up to date
- Manage the schedule of policy renewals, ensuring that all relevant legislative changes are highlighted ahead of policy renewals
- Setting up a new database for the collation and monitoring of outcomes and statistics from Member Services, and working with the Network Services Administrator to ensure that this is capturing all the data from Member Services
- Collecting and collating data from Member Services for the Annual Survey of the National Office, including providing an evaluation and summary report of the findings to the National Board.
- Working with the Head of Network Services to ensure that data analysis and summaries are robustly evidenced and scrutinized for accuracy prior to reporting to partners, funders, and senior leaders.
- Contribute to communicating the impact of Relationships Scotland work in clear and compelling ways
- Leading on the three year cycle of Quality Assurance visits to all 20 Member Services, including the establishment of an annual timetable of visits, assessments, reporting, follow-up, and supporting services to meet and maintain national standards
- Lead a review of the current Quality Assurance process, working with the Member Service managers in focus groups to investigate the current process and make improvements.
- Collating safeguarding data and information from the Member Services on a quarterly basis
- Establishing a Chief Officers development group to provide a space for sharing practice across the network. Contribute to a culture of learning, reflection and continuous improvement.
- Providing content for the Relationships Scotland Practitioners newsletter with updates on the work of the Network, on a quarterly basis
- Working with the Network Services team to develop the committee papers and minutes
- Represent Relationships Scotland at external events
- Being a first point of contact for Member Services with any issues in relation to Network Services
- Supporting the Head of Network Services with the ongoing development of the Relationships Scotland network.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Additional Context

Every job description in the organization will be subject to a review either:

- On an annual basis at the time of the annual appraisal meetings, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or
- As a result of agreed performance appraisal needs and objectives, or
- Within six months of appointment

Person specification – Network Services Coordinator

Attributes	Essential	Desirable
Qualifications	• Educated to degree level, or equivalent	
Specialist Skills & Experience	• Experience working as part of a team • Proficiency in MS Office systems, including databases and excel • Understanding of monitoring and evaluation processes • Writing high-quality papers and reports • Policy, procedure and strategy development experience • Experience in undertaking Quality Assurance exercises	• Experience in statistical collection and analysis
Personal Qualities	• Excellent communicator – both verbally and in writing • Professional approach • Organisational skills • Attention to detail • Ability to work under pressure, meet deadlines and prioritise own workload • Flexibility and initiative • Ability to hold confidential information • Commitment to equal opportunities	