

**HOLT AREA PARTNERSHIP: Partnership Co-ordinator  
Job Description**

<b>Job title:</b>	<b>Holt Area Partnership Co-ordinator</b>
<b>Salary:</b>	<b>£22,500 - £25,500 based on 35 hours per week pro-rata</b>
<b>Location:</b>	<b>Holt, Norfolk</b>
<b>Hours:</b>	<b>25 hours per week</b>
<b>Contract:</b>	<b>Initial one year contract – renewable</b>
<b>Responsible to:</b>	<b>The Holt Area Partnership Board of Directors (<i>HAP is a registered private limited company</i>)</b>
<b>Liaise with:</b>	<b>Voluntary and community groups, statutory and public bodies, individuals and businesses across the HAP area, local strategic partnership (NNCP)</b>

**PURPOSE:**

Under the guidance of the HAP Board of Directors, the Co-ordinator is responsible for developing the HAP community strategic vision, delivering its agreed action plan, securing funding for projects and monitoring achievements.

**OBJECTIVES:**

1. To be responsible for the further development of the HAP Community Programme in accordance with the guidelines.
2. Research local opportunities, identify, and add value to the activities of local community groups , town councils, surrounding parishes, and organizations (chamber of trade, business forum, etc) to achieve the objectives of HAP.
3. Deliver community projects set out in the HAP Action Plan, including sourcing project funding, recruitment and training of volunteers, liaising with partners and offering support, general guidance and advice.
4. Monitor, evaluate and review results.
5. Support and maintain the infrastructure of the Holt Area Partnership and its delivery groups.
6. Liaise, and work in collaboration with the other area partnerships as well as the local strategic Partnership
7. Promote public awareness of the Holt Area Partnership by the use of a variety of media – i.e. newsletters, website and promotion at local events etc.

**ADMINISTRATION:**

1. Maintain an efficient working office including computerized records, ensure statutory requirements are successfully completed, complete NNCP Performance Monitoring database.
2. Manage and implement policies as agreed by the Board.
3. Prepare for and attend meetings, (HAP Board, Local Area Partnership Association (LAPA), Community Groups)

4. Report to each Board meeting,
5. Research into funding and prepare bids to support the work of community groups and the Holt Area Partnership
6. Set annual budget, monitor financial performance and ensure accounts are managed and presented correctly.

### **HOLT AREA PARTNERSHIP: Administration Support Officer Job Description**

**Salary £5,428. - £5,616. pa depending on experience  
12 hours per week**

**Length of Contract 6 months – possibility of extension  
2-3 days a week to be agreed with successful applicant**

#### **Background**

The core part of the Administration Assistant's role will be predominantly to support the admin needs of the Coordinator of Holt Area Partnership (HAP) and occasionally, as and when required, support the Tourist Information Centre (TIC) staff sharing the Holt TIC Office.

#### **Purpose and Scope of the job**

To provide administrative support to HAP and occasional back up for TIC staff. As a part of the job the person in role will be required to work flexibly within the shared office, providing assistance with a broad range of tasks as and when required.

#### **Organisational relationships**

Responsible to the HAP Coordinator and the Holt TIC Manager.

#### **Key Tasks (Principle Accountabilities)**

##### HAP

- Maintain budgets for HAP - prepare monthly reports and mid/end of term analysis, keep accounts file for submission to accountant
- Liaise with Coordinator detailing & updating information as required, including updates to website
- Create and maintain spreadsheets for individual projects
- Oversee and maintain HAP filing and associated administration work e.g. arrange meetings (internal and external), book venues if required, attend and minute meetings etc
- Support HAP in preparing for events such as forums/conferences eg preparing display stands

##### **Grants**

- Maintain the databases/spreadsheets associated with the above
- Undertake the processing of invoicing and budget monitoring via updating accounts
- Take an active part in team meetings and assist others in monitoring progress
- Liaise with other internal and external personnel with regard to grants
- Maintain quality systems in conjunction with Internal Audit and prepare reports

- Produce statistics and performance indicators as required
- Undertake other general clerical duties e.g.
  - Answering the telephone
  - Photocopying
  - Filing
  - Responding to e-mails
  - Up-dating the web-site
  - Assisting with marketing campaigns and promotions

### **Person specification/Qualities – essential (E) – desirable (D)**

- Proven track record regarding administrative abilities i.e. verified experience and or NVQ or equivalent to level 2/3(E)
- Proven track record with regard to the input of management data and maintenance of a variety of quality records(E)
- Able to use a variety of Microsoft products including a willingness to learn and use products to maintain and update website (E)
- Experience of consulting/liaising with different groups, businesses and a variety of organisations/individuals(E)
- Ability to communicate effectively at all levels (E)
- Excellent interpersonal skills (E)
- Ability to work effectively and with minimal supervision (E)
- Ability to work constructively as part of a team (E)
- Ability and willingness to work flexibly according to the needs of the post (E)
- Access to own transport and possession of a current driving licence (D)
- Experience of marketing (D)
- Knowledge of and experience of working to quality standards (D)

### **Terms and conditions**

This post is offered as a fixed term contract of 6 months initially depending on when the successful applicant is able to commence employment. The post will be offered on the basis of an interview and is subject to satisfactory references and CRB check. There is a strong possibility that this post will be extended beyond the initial 6 month period.