



JOB DESCRIPTION

TITLE : Information & Communication Coordinator

LOCATION : Sure Start Office

RESPONSIBLE TO: Programme Manager

Summary:

To provide support to the Partnership in the development, production and management of information, promotion and evaluation systems.

Main Duties and Responsibilities

Delivery and Promotion of Services

- To support the planning of activity which is integrated into the full Sure Start programme and is complimentary to the activities of other service providers.
- Under guidance, to maintain the public profile of Coleraine Sure Start Partnership.

Information and Evaluation

- To work with the Programme Manager in the development and analysis of information relating to evaluation and measurement of services provided.
- To develop, maintain, update and circulate Policies and Procedures to staff and partners as appropriate.
- To support the administration of projects and initiatives as required.
- To develop and maintain quality assurance systems in conjunction with the Programme Manager and wider core team.
- To participate in the collation of all relevant information to inform a yearly business plan.
- To complete necessary reports to support the requirements of Coleraine Sure Start, NCCP and the Department.
- To participate in consultation with users.

Other

- To adhere to Sure Start policies and procedures.
- To maintain confidentiality at all times.

This job description is not intended to be rigid or inflexible, but provides guidelines within which the individual works. It must be noted that the duties designated and the location of the post may be subject to change in the future, to meet the needs of the project.

PERSON SPECIFICATION

Title: Information Co-ordinator

Salary: SCP Scale 5, Point 12-17

Term: One Year Temporary, Subject to Review

Hours: 25 hours per week

The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

ESSENTIAL CRITERIA	Method of Criteria
Qualifications: Third level qualification in relevant discipline eg Business Studies, Media, Communication Studies, Digital Communication, PR, IT	Application Form Certificates checked if successful
Qualifications: GCSE English and Maths at Grade C or above (or equivalent)	Application Form Certificates checked if successful
Experience: Experience of managing social media including content creation, engaging a target audience, reporting and data analysis either in a voluntary or paid capacity.	Application Form
Experience: Experience of working in partnership with other agencies and organisations.	Application Form
Experience: Proven ability of planning and leading initiatives effectively.	Application Form AND Interview/Presentation
Experience: Evidence of good IT skills and competent use of Microsoft Word, Excel, Power Point and Outlook.	Application Form AND Interview/Presentation
Experience: Evidence of good communication skills - both oral and written.	Application Form AND Interview/Presentation
Experience: Proven ability to collect, collate and evaluate data for defined purposes.	Application Form AND Interview/Presentation
Desirable Criteria Short listing will be carried out in respect of the Essential Criteria but in the case of a large number of applicants we reserve the right to enhance the short-listing criteria to include the Desirable requirements.	
Desirable Criteria	
Knowledge: Understanding of community development principles.	Application Form AND Interview/Presentation
Knowledge and understanding of underlying principles of Sure Start.	Application Form AND Interview/Presentation
Experience in co-ordinating and implementing a marketing strategy for an organisation.	Application Form AND Interview/Presentation

