

Finance Capabilities Co-ordinator

Role Title	Finance Capabilities Co-ordinator (Part-time .6 FTE)
Status	Fixed Term to January 2022
Location	Kish House, Kilbarrack
Reporting to	Director of Services
Salary Scale	Point 1 €37, 894 to Point 5 €43,983 (Pro Rata) depending on experience

Role Purpose

Based on research conducted by the Think Tank for Action on Social Change (TASC), Northside Partnership in partnership with TASC, are developing a financial capability training and coaching programme that will engage 90 participants in the North East Dublin area.

As a new project, the initial aim of the role is to develop and co-design training materials in conjunction with our industry partners. The rationale for the training is to assist two target groups who regard themselves as burdened by 'over-indebtedness' or at risk of 'over-indebtedness': parents who are either in work or are exploring a return to work. Both groups will have school going children and are coping with a life event that can significantly affect their financial stability.

Duties of the Role

Key Responsibilities

Leadership and Co-ordination

- Provide the key link, at local level, between the different stakeholders eg. funding partners, local industry and community partners
- Line manage the Financial Capability Coach (to be recruited) and conduct annual performance reviews
- Identify training and development needs of staff member
- Work with the Director of Services and other Northside Partnership Managers and Coordinators in developing an integrated services approach across Northside Partnership
- Build effective working relationships with Northside Partnership's Integrated Services Team in order to:
 - share knowledge and identify gaps in the provision of supports and services for Northside Partnership's target groups
 - implement collaborative inter-agency programmes and initiatives to bridge identified gaps
- Represent Northside Partnership as directed at local, regional and national level as required to develop and enhance the relationship of Northside Partnership with funders and

	<p>relevant employment, education and training providers and community organisations</p> <ul style="list-style-type: none"> • Promote engagement within NSP to ensure best outcomes for both team and participants of the service
Workplace / Networking	<ul style="list-style-type: none"> ▪ Liaise with unemployed and lone parent representative groups to develop targeted training modules ▪ Liaise with voluntary and community development organisations ▪ Promote the value of Northside Partnership to encourage support among employers, local community groups and statutory agencies
Monitoring and Reporting	<ul style="list-style-type: none"> ▪ Manage and monitor the performance of the Finance Capabilities programme to ensure targets are achieved as set out by Funders and Northside Partnership ▪ Monitor and report on outcomes to internal stakeholders and funding bodies ▪ Monitor and report on participant activities and outcomes to the Director of Services ▪ Monitor and review participant journey through the programme to ensure targets and outcomes are achieved
Planning and Finance	<ul style="list-style-type: none"> ▪ In conjunction with the Finance Manager and Director of Services agree and manage budget allocation and annual service plan ▪ Ensure that the funding stream is administered and controlled in accordance with funding guidelines
Systems and Quality	<ul style="list-style-type: none"> • Work with Northside Partnership Operations and Quality Assurance Manager and Director of Services to develop and implement quality • Ensure effective information systems are in place to meet the needs of stakeholders in accordance with agreed audit requirement • Responsible for the management and monitoring of paper and electronic participant data ensuring compliance with GDPR requirements • Establish criteria and mechanisms for evaluating the financial Capabilities programme • Undertake other duties and responsibilities as may be assigned in agreement with the Director of Services where such requests are reasonable
Additional Duties	<ul style="list-style-type: none"> • Contribute to Northside Partnership's Communications and Marketing strategies and practices • Contribute to workplace health and safety
<p>Person Specification</p> <p>Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to Northside Partnership's ethos and vision. Northside Partnership is committed to implementing an Advantaged Thinking approach which focuses on identifying, developing and investing in</p>	

skills, capabilities and assets of the people we work with. The successful candidate will ideally have the skills and attributes as detailed below.

The Finance Capabilities Coordinator will have a depth and breadth of practical experience supporting and assisting individuals with Debt Management and avoidance.

Knowledge & Expertise

The Financial Capabilities Coordinator should be able to demonstrate experience and expertise in the as following:

Essential

- Relevant Third level qualification and / or experience working in a similar role
- Developing training and tool kits
- Delivering financial capabilities through a coaching and mentoring methodology
- Experience of working and building relationships with both internal stakeholders and funding bodies
- Computer literate, high standard MS Office and database packages

Desirable

- Knowledge of multi funder relationship development and management
- Knowledge of reporting systems

Terms and Conditions of Employment

Location	Northside Partnership, Kish House, Greendale Road, Kilbarrack, Dublin 5.
Salary	Co-ordinator Salary Scale - Subject to Experience
Contract Type	This is a Fixed Term Contract to January 2022, subject to funding.
Annual Leave	22 working days (pro rata) exclusive of public holidays with one additional day awarded after each year of service up to 25 days. 30 Days having completed 10 years service
Travel & Subsistence	Travel and subsistence will be paid at public sector rates
Probation	A probationary period of six months will apply

