



Role title	<b>Project Coordinator Funding &amp; New Business</b>	Directorate	Social Impact
Level	Staff Member	Department	Operations

Accountable to	Head of Partnerships & New Business
Accountable for:	<p>Responsible for preparing and delivering new project proposals, business plans and external funding bids.</p> <p>Leading multi-discipline project teams delivering new projects development projects across Optivo departments and with external funders and business partners. Responsible for project activities including sessional and subcontract project staff involved in new business and projects development.</p>

<b><u>Job purpose:</u></b>	
<p>Responsible for coordination of service external funding bids and development of new projects and activities to achieve resident opportunities via externally funded activities.</p> <p>Working closely across the Optivo Social Impact team and with external funders / co-investment agencies, identify and develop and deliver new residents'/ participants' projects and opportunities.</p> <p>Devise and deliver an annual programme of new business development activity and external funding bids/contracted service activities in consultation with the HPNB.</p> <p>Take responsibility for, plan and deliver allocated projects, ensuring that performance targets, milestones and standards of excellence in development/delivery are achieved. To develop innovative and effective ways of promoting and providing local initiatives to residents and employers in partnership with external funders and local organisations.</p>	
<b><u>Principal accountabilities:</u></b>	
1	<p>Coordinate and deliver Optivo's Social Impact new project development and external funding activity. Coordinating the planning, development and delivery of new project proposals and external funding bids. The aim to submit funding bids and new business proposals value c£3m+ pa. Working closely with Social Impact colleagues and other teams including Finance, Procurement, Corporate new business, run and deliver an annual plan securing new external investment funds and projects.</p>



2	<p>Co-ordinate and manage the development and delivery of a portfolio of new business project proposals for employment support, volunteering, community health &amp; wellbeing projects. Fresh Visions Charity activities.</p> <p>Monitor and deliver on annual work plan performance targets. Ensuring work contributes to SI team and strategic objectives.</p> <p>Produce effective new business performance management information and input to reports for DSI, PPAG (new business approvals) OPT, ET and board reports when required.</p>
3	<p>Ensure proposed projects and activities are built on residents'/Optivo communities' needs priorities. Place customer engagement, input and feedback at the heart of activity proposals and development plans.</p>
4	<p>To lead multi-disciplined teams on project work for new business, supervising the work of others including project staff across Optivo teams, external delivery agents/ funding partners, project partners, and administrative staff where applicable.</p> <p>Encouraging and supporting staff to ensure that projects meet the targets, budgets and priorities profiled for the project portfolio and are completed. To ensure that the project team are working to and meeting the objectives in the project development plan and to the required service standards, and measures of success.</p>
5	<p>Provide a 'right first time' quality service offer embracing customers' needs and preferences. Contributing to department and corporate objectives on customer satisfaction.</p>
6	<p>Embrace, promote and relentlessly role model the Optivo culture and CORE values. Delivering excellent customer services, value for money and embracing diversity.</p>
7	<p>To contribute to business plans, action plans, activity proposals, as required, for allocated project(s). Developing and maintaining networks with business partner organisations, both strategic and local funding and investment agencies and other organisations as required.</p>
8	<p>Be responsible for developing externally funded project proposals, partnership activities and giving-back proposals securing opportunities for Optivo residents. Ensuring with the Finance and Procurement Team, external contracted proposals are set up in line with Social Value contributions and targets. To identify and appoint, within service level agreement contracts, providers and relevant third party delivery agencies.</p>
9	<p>Monitor, measure and evaluated the social value of proposed or new activities. Ensuring proposed projects and activities are delivered in line with agreed targets and timescales. To be responsible for the efficient administration of all systems relating to the projects or funding strands and their development.</p> <p>Effectively monitor, evaluate and prepare reports to a range of stakeholders and agencies including project sponsors.</p>
10	<p>Monitor and manage systems to track new project and service development. Ensure close working with service delivery teams and staff. Ensure adequate and smooth</p>



	transitions and handover of new projects and external funded/ contracted work to delivery staff.
11	To promote the new projects/ activities to residents, the wider community, businesses, partners and other stakeholders. Organising case studies, news storeys, on-line content, events and providing marketing information, guidance and advice to interested parties.
12	Ensure effective new business partnerships with wide-ranging external and internal stakeholders. Establish and maintain partnerships with strategic funders across employment, volunteering, health and wellbeing sector funders. Develop new Social Impact projects and service activities opportunities for participants. Ensuring the interests of the organisation are promoted and enhanced by representing Optivo at events or influencing forum.

**Relationships:**

Wide-ranging relationship management on SI partnership and new business development work. Partnership work with strategic level funders and service commissioners:

- Strategic funding partnerships: Central Government Departments; DWP, DOH, BIS, Education, Communities
- Local strategic service and project partnerships: GLA. LA's; CVS agencies, local enterprise or business partnerships.
- Charity & foundation strategic funders e.g. Big Lottery, Big Local, Lloyds TSB Foundation
- Corporate organisations and business partner sponsors across housing, construction and other business sectors.
- Community & voluntary sector funders, agencies and enterprises
- Internal relationships across Optivo directorates in particular Finance and Procurement Teams in developing or contracting new business. Housing management; ASB; income; financial inclusion; digital; resident engagement; assets; development procurement; communications: retirement & care housing etc.

**Person specification:**

**Knowledge, skills and abilities:**

1	<p><b><u>Knowledge/Experience</u></b></p> <ul style="list-style-type: none"> <li>• Senior level understanding of Social Impact and service development and resources for young persons' support service provision; health &amp; wellbeing support services; community services, community assets or social enterprise management.</li> <li>• Significant track record and working knowledge of funders and commissions in the Social Impact sector at strategic and local level. A strong track record of</li> </ul>
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	<p>developing and successfully securing external funding support for new projects or service developments.</p> <ul style="list-style-type: none"> <li>• Graduate or similar level professional work experience.</li> <li>• Demonstrable experience of effectively leading, managing, motivating a service team/ multi-disciplined project development team.</li> <li>• Understanding and experience of new business development for a customer service area (charity or similar community, training, learning service, community facilities).</li> <li>• Understanding and expertise in housing association or charity sector youth services/employment/ community services business models/funding arrangements</li> <li>• Senior level knowledge of SI funding arrangements and external stakeholders</li> <li>• Experience of measuring &amp; evaluating service performance and social return on investment through a number of tools</li> <li>• Experience in devising and leading charity fundraising campaigns and activities.</li> </ul>
2	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• High quality team leadership skills</li> <li>• Excellent financial and numerical skills</li> <li>• Ability to produce and interpret KPIs and service management Information</li> <li>• Sophisticated communication skills (written &amp; oral ability to negotiate, influence)</li> <li>• Excellent customer service skills</li> <li>• Strong organisational abilities</li> </ul>
3	<p><b><u>Abilities</u></b></p> <ul style="list-style-type: none"> <li>• Customer focused</li> <li>• Ability to lead and motivate a team and manage customer service excellence and performance</li> <li>• The credibility, knowledge and networking skills to represent Fresh Visions Charity /Optivo externally at senior manager level including with strategic funders or local and central government departments</li> <li>• Ability to work effectively across departments/ businesses to deliver shared partnership outcomes</li> <li>• Self-motivated with agile and flexible approach to work</li> <li>• Can do approach to problem solving</li> <li>• Able to work under- pressure with minimal supervision</li> <li>• Willingness to learn and continue personal development</li> <li>• Ability to work/travel across all regions (geographies) of FV's /Optivo's operation</li> <li>• Ability to write reports and business proposals</li> <li>• Ability to motivate staff to deliver excellent customer services</li> </ul>
	<p><b><u>Behavioural competencies:</u></b>  I will demonstrate Optivo's C.O.R.E. behavioural competencies at the level associated with my job role. Please refer to our C.O.R.E. competencies grid</p>



	<p><b><u>My health and safety obligations</u></b> In my role I have a duty of care under the Health and Safety at Work Act. This means I will be familiar with the relevant legislation and will work in a safe way. As a staff member I will take responsibility for my own safety as well as my team's safety and work in collaboration with the Health and Safety Officer to minimise any potential risks.</p>
	<p><b><u>My data protection obligations</u></b> In my role, I have a duty to maintain the security and privacy of personal information of residents and colleagues. I will be familiar with the requirements of current Data Protection legislation and will take care to enter accurate, complete and compliant data in to our systems. I understand it is everybody's responsibility to resolve data inaccuracies as and when they are found.</p>

**Further relevant information**

Travel between sites will be a requirement for this role.

There may be a requirement to attend meetings and other activities outside of normal working hours.

Adopt and comply with strategy and regulatory requirements, organisational values, policies and procedures, including Health and Safety, Equality and Diversity, Procurement, Data Quality & Assurance, Safeguarding, Value for money.

No Job description can cover every issue which may arise within the job at various times and I am expected to carry out other duties from time to time, which are broadly consistent with those described.