

Positive Pathways Programme Coordinator - Job Description

Background

Cobseo seeks to appoint a Programme Coordinator to support the introduction of the Armed Forces Covenant Fund Trust (AFCFT) Positive Pathways Programme. The Trust will allocate funds to organisations that deliver activity based projects to veterans with the aim of improving their mental health and wellbeing. The successful applicant will play a key role supporting the Programme's long term aim of enabling veterans facing mental health challenges to transition seamlessly between services and activities as they progress along their own recovery pathway, aligning their individual needs between national, regional and local provision of both clinical and therapeutic services as required. Full details of the Positive Pathways Programme can be found here:

<https://www.covenantfund.org.uk/positive-pathways-programme/>

Purpose

The Programme Coordinator role is also funded by the AFCFT and the appointed individual will support the coordination and delivery of the Positive Pathways Programme, working closely with the AFCFT team and providing a focus for applicants where needed. In the first phase up to March 2020, the successful applicant will provide support and guidance to organisations considering making bids to the Programme. In the second phase, once the first grants have been made, the successful applicant will also work concurrently with grant holders to help them improve their capacity to collaborate more widely and to bring greater coherence to the provision of therapeutic mental health support to veterans locally and regionally.

Key Details

Reporting to: Director of Operations, Cobseo, with day to day operational Programme guidance provided by the Strategic Grants Manager, AFCFT.

Status: Full time (35 hours per week); 1 year fixed term with option to extend for a second year.

Salary: Up to £35K depending on skills and experience.

Location: Flexibility for some home working exists but the successful applicant will also need to attend Cobseo's office (Mountbarrow House, 6-20 Elizabeth Street, London SW1W 9RB), AFCFT's office (7 Hatherley St, Westminster, London SW1P 2QT) and visit applicants' and grant holder's locations as required. Initially, the role might require an average of 3 days per week in London but this could reduce to 2 days in due course.

Key Roles

Support to Applicants. In the first phase, the post holder's key roles will be to:

- provide an informed point of contact for smaller charities and other organisations considering applying for the Positive Pathways Programme;
- encourage proven existing local and regional providers to engage in the Programme;
- assist smaller charities to identify their best fit into the Programme;
- develop sector information and guidance material to support applicants' understanding;
- encourage and enable collaboration between Strategic partners and potential applicants.

Support to Grant Holders. In the second phase, the post holder's key roles will be to:

- monitor and support grant holders' delivery of services in the early stages;
- assist in the ongoing development of common assessment and case management frameworks between charities and other providers; and
- support the Service Charities Sector's work to improve the local, regional and national provision of services and wider pathways to recovery for veterans facing mental health challenges.

Key Responsibilities

In meeting these roles, the post holder's key responsibilities will be to:

- Identify local and regional need and provision, working with key stakeholders.
- Produce appropriate support material and guides to:
 - help applicants to understand and engage with larger delivery charities;
 - summarise the presence, role and capabilities of existing providers set against known need at regional and local level.
- Disseminate advice and guidance to applicants to the Programme as appropriate.
- Enable collaboration between applicants, key stakeholders and other providers.
- Review and guide applicants to help them consider and improve their organisation's efficiency and efficacy.
- Identify early trends and best practice in Programme delivery in order to help develop protocols that will enable stakeholders to develop mechanisms to address concerns and broaden delivery.
- Organise meetings and workshops where these would be helpful.
- Work with stakeholders to keep all parties abreast of progress, including the tracking of relevant KPIs.

The post holder may also be required to carry out other similar duties that are considered reasonable within the scope and purpose of the role as the Programme unfolds.

Person Specification

Experience, Skills and Knowledge

Essential:

- Ability to deliver successfully agreed project outputs.
- Ability to communicate complex information, verbally and in writing.
- Ability to coordinate work strands across a number of organisations.
- Ability to work autonomously while responsive to direction from above.



- Excellent interpersonal skills, able to establish good, collaborative relationships with colleagues, applicant organisations and other key stakeholders.
- IT literate with proficiency in Microsoft Office.

Desirable:

- Experience in, or understanding of, the Armed Forces, particularly the recovery pathways of service personnel and veterans facing mental health challenges.
- Experience of working in organisations that support individuals facing mental health challenges;
- An interest in furthering the work of the Armed Forces Charity sector to meet the needs of veterans.
- Some experience of delivering training and/or explaining topics to an audience.

Personal Attributes:

- Accuracy and attention to detail.
- Self-starter.
- Team player.
- Able to pick up and understand the requirements of a task quickly and the potential wider implications of the issue that may have to be handled.
- Sense of humour and resilience.

How to Apply

The closing date for applications for this position is Friday 12 July. Interviews will be held in London in the week commencing Monday 22 July.

Applications are to include a current CV and a covering letter setting out how you meet the experience, skills, knowledge and attributes sought. Applications should be sent via email to: Charlotte Fiander, Head of Communications, at c.fiander@cobseo.org.uk

If you have any questions or wish to discuss this post please call Ian Caws, Director of Operations on 0207 811 3224.

Annex:

- A. Additional Information: Cobseo - The Confederation of Service Charities.
- B. Armed Forces Covenant Fund Trust (AFCFT).

About Cobseo

Cobseo is a membership organisation of some 290 charities and organisations supporting the Armed Forces Community, which includes serving personnel, veterans, their families and dependants. There are:

- 247 Full Members: charities ranging in size from the very large (Royal British Legion, SSAFA, Help For Heroes etc.) to much smaller local charities, all of whom have the same primary purpose to promote and further the welfare of the Armed Forces Community;
- 44 Associate Members: charities that make a significant contribution to the Armed Forces Community but have other beneficiaries also, or other non-profit organisations.

It is a company limited by guarantee and its Objects are to represent, promote and further the interest of the Armed Forces Community by:

- Exchanging and coordinating information internally.
- Identifying issues of common concern and coordinating any necessary and appropriate action.
- Acting as a point of contact for external agencies to the members of Cobseo.
- Representing and supporting the needs and opinions of its member organisations, individually and collectively, at central & local government levels and with other national and international agencies.

Cobseo provides a direct interface between the needs and requirements of the Armed Forces Community and Government, including local government and the Devolved Administrations; statutory bodies; the Private Sector; and other Third Sector organisations. This enables Cobseo Members to interact with all interested parties, and to co-operate and collaborate with other Members in order to provide the best possible level of support to beneficiaries.

The core Cobseo team is very small, consisting of an Executive Chairman and three full time members: Director of Operations; Head of Membership & Finance; and Head of Communications. Additional staff are recruited for defined projects. Currently, the core team has been augmented for 2018 to 2020 inclusive by: a Director of Governance Support (Seconded from the Ministry of Defence); and a Governance and Project Support Manager.

The Executive Committee consists of 17 Directors, each of whom is the Chief Executive of a member organisation, with 8 permanently appointed from the large charities and 9 elected by members for a tenure of three years and with three coming up for election each year.

In summary, Cobseo exists to encourage and facilitate greater co-operation and collaboration across the Service Charity sector and to engage and influence decision makers for the benefit of the welfare of the Armed Forces Community such that the lives of beneficiaries are positively enhanced by the effectiveness, efficiency and delivery of support of military charities.

The Armed Forces Covenant Fund Trust (AFCFT)

The Armed Forces Covenant is a promise by the nation ensuring that those who serve or who have served in the armed forces, and their families, are treated fairly. For more information on the Armed Forces Covenant please visit <https://www.armedforcescovenant.gov.uk/>

The Covenant Fund is delivered by the Armed Forces Covenant Fund Trust. It has £10M a year to fund projects that support the Armed Forces Community. The AFCFT team manages the grant programmes funded by the Covenant Fund and also delivers other funding programmes to support the Armed Forces Community, such as the [Veterans Mental Health and Wellbeing Fund](#), which will fund the Positive Pathways Programme.

Further details can be found at: <https://www.covenantfund.org.uk/>