



JOB DESCRIPTION

Job Title: Network and Innovation Coordinator	Base: Home <i>(with a requirement for regular travel across delivery sites nationally)</i>
Hours: Full time (37.5 Hours per week) - initially 1-year fixed term contract	Reports to: Head of Operations and Engagement
Salary: Circa £24K-£28K <i>(Pro Rota) dependant on experience</i>	Pension: NEST auto-enrolment

MAIN PURPOSE

The Network and Innovation Coordinator will be responsible for day-to-day operational coordination and delivery of The Mason Mile, and its networks nationally, including, but not limited to, the coordination and training of all Ambassadors, Champions, and Local Delivery Partner teams.

This will require building, developing, and nurturing strong relationships with local communities and key delivery partners across each locality that The Mason Mile is operating.

As a key member of The Mason Mile operational team, working across all Family Mile localities, the Network and Innovation Coordinator will be required to work at pace, driving growth and innovation, to ensure all Mason Mile projects and services continue to develop and thrive, in line with our funder and partner requirements, always ensuring local communities are at the heart.

This will involve leading on the development and local partnership engagement for The Family, Community and Business Mile, driving innovation and ongoing engagement, to ensure The Mason Mile and all associated programmes of activity, remain current, engaging and community led.

The Network and Innovation Coordinator will need to embrace a 'make it happen' working environment with constant dedication and a passion for making a difference as part of a committed charity, supporting disadvantaged communities.

This post will require regular travel across the UK with some overnight stays.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Training and Stakeholder coordination

- To implement the mobilisation, training, and support for each of the Local Delivery Partners across each region, ensuring they have the appropriate skills, resources, motivation, and tools to deliver their role, supporting the local Ambassador and Champions teams.
- To develop and implement The Family Mile Ambassador programme mobilisation (training and ongoing support)
- To work alongside the Regional Managers to develop strong local partnerships, to support the delivery of The Family, The Community (closed settings) and The Business Mile (workplaces)

- To plan, develop and implement a programme of quarterly network workshops for existing Ambassadors and Champions that provides opportunities for ongoing innovation, sharing of good practice, showcasing and continual learning opportunities
- To undertake ongoing quality assurance and top up training as required with Ambassadors, Champions, and Local Delivery Partner teams

Service Development and Innovation

- To contribute to the ongoing development and successful roll out of the closed setting 'Community Mile', the Ambassador led 'Family Mile' and the employee wellbeing 'Business Mile'
- Work collaboratively with delivery partners, the Ambassador and Champion teams and the wider communities, to ensure all Mason Mile programmes constantly evolve in line with need, ensuring innovative and engaging ways to empower and motivate communities to join the programme
- To coordinate and present a pipeline of innovative project ideas for SMT to consider on a quarterly basis, in line with community needs and forecast budget allocation
- To coordinate the implementation of the approved innovation projects
- To keep abreast of similar existing and new emerging projects and to ensure these findings support and positively influence future developments of The Mason Mile

Evidence and impact

- Ensure development of regular good news stories / case studies to showcase the work of our active Ambassador and Champion teams and Local Delivery Partners, where appropriate
- Ensure collation of data, to measure impact and effectiveness of all training (Local Delivery Partner and Ambassador training)
- To ensure the Ambassador Network CRM and data is developed, captured, and managed, in line with The Mason Foundation GDPR protocols and procedures
- To produce impact reports that feed into the wider Mason Foundation reporting, to demonstrate the impact and effectiveness of the Networks

Partnerships

- Work with local and national partners to support the development of The Mason Mile, including, but not limited to, The Family Mile, The Community Mile (Closed settings) and The Business Mile.
- Raise the profile of the wider Mason Mile and its products, at local and national level, as an ambassador and positive role model to the Foundation, across the range of partners and stakeholders

Finance and Governance

- Ensure all delivery is undertaken efficiently and effectively, in line with allocated budget, to achieve good value for money

Other

- Any other duties relevant to the role, at the discretion of the Senior Leadership Team

SKILLS AND EXPERIENCE

- Experience of delivering community-based services
- Highly resourceful and solution focused individual
- Able to work independently to achieve results
- Empathetic, with an ability to engage and motivate a diverse range of communities
- Strong, resilient communicator, focused and driven to succeed
- Driven to challenge inequalities through championing, supporting, and nurturing 'hard to reach' communities
- Experience of facilitating training programmes to a breadth of different audiences
- Experience of building and sustaining strong partner relationships
- Strong team player, able to collaborate and influence at all levels
- Experience of working in consortia or partnering with other organisations
- Inspiring facilitator, able to motivate others to succeed
- Experience in providing quantitative and qualitative data, to support impact reporting

Approved by:**Date: Oct 2021**