

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Place Programme Coordinator	Grade: Target: SO1-SO2 (career graded)
Section: Regeneration and Development	Directorate: CEO – Growth and Place
Responsible to following manager: Place Programme Manager	Responsible for following staff: None
Post Number/s: TBC	Last review date: 9 th July 2025

Working for the Richmond/Wandsworth Better Service Partnership

This role is employed under the Better Service Partnership between Richmond and Wandsworth Councils. The overall purpose of the BSP is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

As a council we are on an exciting journey of investment in our borough through our decade of renewal. A key part of that is a drive for coordinated place-based initiatives that bring together the brilliance of all teams within the council, our key delivery partners & community groups into creating the best outcomes for our residents.

We are looking for a dynamic, forward-thinking, problem-solving team member to join us on that journey and help support the delivery of a place programme for the major regeneration and development projects taking place in Wandsworth Council.

These programmes are area based and diverse in their make-up including capital and revenue projects, programme level communications, engagement and evaluation plans.

As Place Programme Coordinator you will be required to support the Programme Head of Place Programme / Place Programme Manager overseeing the programme goals, tasks and timelines, reviewing progress and adjusting as necessary and in accordance with service requirements, deadlines and budgets. This position is critical in coordinating efforts among council teams and external partners to produce meaningful projects that improve community well-being and local growth. The Programme Coordinator will also interact with sensitive stakeholders and community members, ensuring that their perspectives are heard and included into project design and execution.

Specific Duties and Responsibilities

Programme planning & strategy:

- Create and manage administrative and programme systems to effectively capture and track the place programme across all projects. This will include, but not be limited to:
 - Risks and issues
 - Engagement programmes
 - Area-based programme goals
 - Learning and evaluation plan
 - Communications plans
- Identify opportunities and gaps across the programme to continually improve the council's place-based approach to ensure maximum impact for residents.

Programme management tasks:

- Meet regularly with project leads to effectively manage the flow of information from project leads through workbook spreadsheets and input data into the programme dashboard.
- Produce summary information from the programme dashboard to enable regular updates on programme status and milestones.
- Work closely with Place Board support colleagues to identify and support the implementation of improved programme management tools.
- Responsibility for processing all place programme invoices in a timely fashion and maintaining accurate finance records.

Programme Evaluation & Reporting:

- Create and manage an evaluation dashboard to collect relevant data across all aspects of the Place programmes.
- Produce summary information and reports for internal and external use as required to share learning and demonstrate impact across the programmes

Stakeholder management / collaborative working / culture change:

- Support the Programme Manager in setting up and administering meetings and workshops with a variety of internal and external partners across the programmes. This will include but not be limited to:
 - o Coordinating diaries with attendees
 - o Identifying and booking suitable venues
 - o Arranging materials and refreshments as required
 - o Circulating relevant information in advance
 - o Taking and circulating notes/minutes in a timely fashion as required
- Responsible for ensuring that all internal and external channels and files remain up-to-date at all times, including Teams channels, website content, SharePoint etc.
- Support the production of internal and external comms and publicity material which may include, but not be limited to:
 - o Council publications (Homelife, Brightside, Alton News etc)
 - o Posters/flyers for publicity purposes
 - o Social Media and website platforms, as appropriate
- Assist with engagement events, which may occasionally occur outside of usual working hours.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the Better Service Partnership's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post,

including supporting emergency and priority situations, will form part of the role.

- There is a flexible working policy in place, however there is an expectation for the postholder to be in an office for a minimum of three days, split between Wandsworth Town Hall, Duval House and Roehampton Parish Hall.

Team structure



Progression to SO2

1. Be responsible for the management of the regeneration project offices including being responsible for public safety and the safety of staff who use the office and liaison with other departments and stakeholders' staff who use the office.
2. Logging of all engagement and stakeholder activity to ensure all engagement opportunities are maximised.
3. Keeps abreast of GLA policy and other publications in relation to the delivery of regeneration schemes, identify opportunities for funding or best practice examples that will support the Council's delivery of the estate renewal plans. Produce reports explaining the implications of any initiatives identified.
4. As directed by the Place Programme Manager prepare written responses / briefings to Public, Councillor and MP enquiries and Freedom of Information Act requests.
5. Proactively identify potential new partnerships, funding opportunities / efficiencies that add community value as part of renewal plans.

6. Identify and develop opportunities to expand existing programme commitments – adding greater community value with limited extra outlay.

Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge and understanding of the issues and potential solutions applicable to large scale local authority estate renewal, development and partnering schemes, including financial regulations, legislation and procurement.	x		A I
Understanding of the place-shaping and area-based investment	x		A I
Knowledge of the operation of Local Authority place-based functions		x	A I

Knowledge of computer packages including Word, Outlook, and Excel with the potential to develop an understanding of and skills to use bespoke IT packages relevant to the regeneration projects	x		
Experience	Essential	Desirable	Assessed
Proven experience of successfully supporting and delivering large high-profile and complex capital and revenue projects.	x		A I
Experience of successfully managing own workload in an environment where change is frequent, rapid and fundamental. This will include a proven track record in supporting high quality complex programmes.	x		A I
Direct experience of supporting the successful delivery and implementation of local authority estate renewal schemes and other complex place-based projects.		x	A I
Experience of successfully supporting the delivery of effective and tailored engagement with residents, businesses, community groups and a broad range of stakeholders.	x		A I
Experience of working with senior officers and politicians and of delivery whilst working to corporate priorities across a large organisation.	x		A I
Experience of working across multi-disciplinary teams to drive area-based investment	x		A I
Experience of budget monitoring and management, processing and paying invoices	x		
Qualifications / Skills	Essential	Desirable	Assessed
Proven track record of supporting the delivery of a programme of complex projects, managing conflicting priorities, deadlines and demanding service requirements.		x	A I
Numeracy and administrative skills and ability to compile and record accurate and relevant information	x		A I

A – Application form / CV

I – Interview

T – Test

C - Certificate