

Leicester Supported Housing Forum for Voluntary Sector Providers

JOB DESCRIPTION

Job Title: Forum Co-ordinator (21 hours per week)

Responsible to: Sub-group of Leicester Supported Housing Forum for Voluntary Sector Providers

Line managed by: Development Manager of Action Homeless

Location: The post holder will be based at 6 St James Terrace, Leicester, LE2 2NA

1. Job Purpose

To provide Forum members with high quality services and support to enable them to further develop their services. In particular, to lead on the development and implementation of new and existing joint initiatives, for example: the staff training and development programme, and the proposal to gain separate legal status.

2. Key Duties and Responsibilities

- Play a lead role in assisting the Forum to develop and implement new joint initiatives i.e. by designing and carrying out needs analysis exercises, identifying potential mutual benefits/cost savings and commissioning suppliers/providers of services
- Continue to plan, promote and deliver the Forum's on-going Staff Training and Development Programme
- Coordinate the Forum's quarterly meetings and any related sessions, including preparing all papers and reports as required
- Assist the Forum to gain separate legal status and explore options for developing a membership scheme
- Network and liaise with key stakeholders within the City to ensure the Forum members are kept up to date about changes to the sector, sharing good practice and exchanging information
- Seek appropriate funding to support the activities of the Forum
- Represent the Forum at external meetings as required
- Develop a Forum website
- Maintain a database of Forum members
- Plan and deliver an annual "providers" conference
- Line manage a part-time administrative support worker

3. **Job Specification**

Essential:

The post holder should:

- have an understanding of partnership working and working in a multi-agency environment;
- have previous knowledge of managing a committee or network;
- be able to develop good relationships, with external as well as internal stakeholders;
- have excellent oral and written communications skills including report writing;
- be able to meet deadlines;
- have excellent presentation skills;
- be able to prepare funding bids;
- be able to use a variety of research methods and incorporate evaluation methods into tasks and activities
- have good IT skills including all the of Microsoft suite of programmes (Word, Excel, Outlook, Powerpoint)

Desirable:

The post holder should:

- have access to a car as travel will be required around the City. Also some travel into the County may be required.

July 2006