



## **Job Description**

**Title: Phoenix Programme Co-ordinator**

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<b>Post Number:</b>	HC179
<b>Grade /Scale:</b>	5 £25,758 - £27,690 (SCP 18 - 21)
<b>Weekly Hours:</b>	37
<b>Department:</b>	Violence and Complex Crime Unit
<b>Location Work Base:</b>	Leicester Probation Service, Cobden Street
<b>Status:</b>	Fixed term (until 31 August 2025)
<b>Responsible To:</b>	Strategic Manager
<b>Job Role/Purpose:</b>	To provide an efficient, informed and responsive administrative, organisational, and logistical service to support effective delivery of the programme.
<b>Health and Safety:</b>	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
<b>Contacts:</b>	Delivery team, project team, the Violence Reduction Network central team, the Inter-Agency Working Group, Police and other partners, Youth Endowment Fund, national evaluators.
<b>Equality and Diversity:</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

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## **Person Specification**

### **Knowledge, Skills & Abilities**

#### **Essential Criteria**

*A clear definition of the necessary criteria.*

#### **Knowledge/ Education** (including qualifications):

To be educated to 'A' level standard or provide evidence of working to that level in the form of reports, research or projects previously undertaken.

#### **Work Experience:**

To have experience of providing all aspects of administrative support to projects, teams or services.

To have experience of handling confidential papers and of working in a confidential and sensitive environment demonstrating high levels of integrity and discretion.

To demonstrate the ability to collect information and produce accurate, clear and concise documentation including meeting minutes and actions.

To have experience of dealing with queries, enquiries and requests for information.

To demonstrate the ability to effectively manage multiple diaries, including researching and booking of travel and accommodation.

To be able to confidently handle petty cash and accurate financial recording keeping.

**Personal / Interpersonal Skills, Aptitudes:**

To demonstrate the ability to communicate effectively with people at all levels, verbally or in writing.

To demonstrate effective time management, the ability to work unsupervised and to tight deadlines.

To be able to demonstrate the ability to be meticulous and work efficiently under pressure independently and as part of a team.

**Special Skills:**

Advanced level in the use of Microsoft Outlook, Word, Excel and Power point.

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Knowledge/Education (including qualifications):**

NVQ Level 3 or 4 in Business and Administration.

Hold a PRINCE2 qualification or equivalent work experience.

**Work Experience:**

To have experience of working in criminal justice or a context relevant to violence prevention.

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Core Responsibilities/ Accountabilities**

**Operational:**

Provide support to the Programme Manager and Strategic Manager to ensure the smooth running of the programme and high levels of co-operation with national funders and evaluators.

Provide administrative support to the Inter-Agency Working Group (including the Referral and Review Panel), scheduling meetings and producing agendas and minutes.

Record outcomes from the Referral and Review panel on the case management system ensuring swift and accurate communication with the Delivery Team.

Provide coordination and administrative support to the Delivery Team including scheduling Triage, Allocation and Review Meetings and ensuring accurate recording.

Assist in the collation, drafting, and maintenance of programme documentation including assisting with monitoring returns to the Youth Endowment Fund and to the Home Office.

Make any travel arrangements required by the Programme Manager and Project Team.

Oversee the Delivery Team's petty cash and maintain accurate records.

Ensure accurate and timely recording on the case management system.

**Communication:**

Triage and/or respond to queries, enquiries and requests for information.

Support PR and other comms activity including official visits.

**General:**

Undertake other duties commensurate with the post as may be required for the safe and effective performance of the job.

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

Prepared to use own vehicle for work purposes.

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

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**Personal Values /Competencies**

The competency and values framework set out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

We analyse critically

We are innovative and open-minded

We are emotionally aware  
We take ownership  
We are collaborative  
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

Integrity  
Impartiality  
Transparency  
Public Service

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#### Other

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

Recruitment Vetting (RV)

Please note that you must have 3 years continuous residency within the UK at the time of application.

**Car User:** Yes

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