



Job title	North Birmingham Economic Recovery Co-ordinator
Salary band	£28,000 - £32,000
Hours	37 Hours p/w
Location	North Birmingham
Accountable to	North Birmingham Economic Recovery Taskforce / North Birmingham Employment, Skills & Enterprise Board
Reporting to	Chief Officer, Witton Lodge Community Association
Post-term	Up to 2 years (min. 12months)

1- JOB DESCRIPTION

Summary

Working with key stakeholders to implement and update the North Birmingham Economic Recovery Framework and Action Plan.

1. Adopting a strategic, yet locally rooted response to the pandemic, you will promote collaborative action; aligning initiatives, building resilience, ensuring effective communication to produce demonstrable results for local residents and businesses.
2. Developing and implementing an effective Performance Management Framework; ensuring accountability for results, building resilience, and creating infrastructure to continue the delivery of inclusive growth in North Birmingham.

Key tasks and responsibilities

- Working closely with stakeholders and Single Point of Contacts (SPOC), building strong working relationships to facilitate delivery and implementation of the North Birmingham Economic Recovery Framework and Action Plan.
- Developing new relationships and partnerships, and where necessary securing resources to develop, adapt, or scale services to create a strong legacy of inclusive growth in North Birmingham.
- Addressing blockages, identifying gaps, adapting and developing new services with stakeholders/SPOCs to meet the needs of local residents, businesses and social enterprises.
- Ensure cross-cutting themes (equality and sustainability) are firmly embedded and addressed within each of the agreed workstreams.
- Developing effective communication channels and, where necessary, new platforms to ensure support and opportunities are effectively promoted to local residents, businesses and stakeholders.
- Producing monitoring information and performance reports to a range of stakeholders, taking corrective action to ensure deliverables are achieved.
- Organising meetings, seminars and workshops associated with the Economic Recovery Plan, and ensuring actions are followed through.



2. PERSON SPECIFICATION

Experience

Essential
<p>Strong track record of success and achievement in inclusive growth, economic development or employment-related fields, crucially supporting significant numbers of local residents to move into employment.</p> <p>Experience of successful partnership working with a diverse range of stakeholders in either private, public and voluntary sectors to devise and implement inclusive growth / economic priorities and plans.</p> <p>Experience of negotiating and securing resources to develop and deliver services, creating infrastructure and legacy beyond the usual time-limited projects.</p> <p>Experience of creating Performance Management Systems and reporting to a range of stakeholders</p>

Skills and Qualifications

Essential
<p>Excellent relationship management and negotiation skills coupled with drive and tenacity to achieve.</p> <p>Excellent organisation, planning and project management skills</p> <p>Excellent interpersonal and communication skills (written and verbal)</p> <p>Able to work independently and as part of a team to plan, manage and deliver outcomes within given timescales</p> <p>Proficient IT skills, including word processing, spreadsheets, email, Zoom, MS Teams and other presentations platforms</p>