

Job Description

Job Title:	Organisational Development Coordinator
Reporting to:	Service Development Manager (Strategic)
Accountable to:	Director of Partnerships
Responsible for:	Organisation Development Plan Tasks
Salary:	Grade C point 25 £25,031 per year for working full time 37 hours per week, pro rata for part time hours worked Starting salary is subject to experience/skills.
Contract:	Fixed Term Contract – 9 months
Hours:	We are flexible on the days and number of hours worked from part time a minimum of 3 days/22 ½ hours per week up to full time of 5 days/37 hours per week
Based:	Working from home in Dorset/Hampshire area, with occasional travel for meetings and events. Internet Broadband essential

Help & Care's values are:

 **Social justice** sits at the heart of all our work and we will use it to challenge, advocate and influence policies and practices

 **Innovative** approaches to our work mean we break new ground, delivering enterprising solutions, always with social, financial and environmental impact at the forefront

 **Personal** – we believe that every individual deserves to be treated with respect and compassion with their own personal needs at the centre and supported with tenacity and creativity

 Working in **collaboration** with other organisations, including the public, private and voluntary sectors, enhances our work at all levels

Context

Help & Care is a charity that promotes dignity and care for all, believes in a fair and equal society where people and communicates can live the lives they choose. Help & Care, a charity founded in 1985 in Bournemouth but now working across south-central England.

Main purpose of the Role

The role of the **Organisational Development Co-ordinator** is to understand Help & Care's overall vision, working alongside the Leadership Team, Senior Managers, and staff to implement and deliver the Organisational Development strategy during the period of 2021/22.

Help & Care supports thousands of people each year both in Dorset and across South Central England. This post will provide the essential support to ensure that our staff are fully inducted, developed and supported to benefit the wider beneficiaries of Help & Care's services. Thus, helping more people and communities to live the lives they choose.

This role will have good working internal and external relationships, with Help & Care's Leadership team, Service Managers, and staff as well as liaison with our IT and other key departments.

The postholder will support the organisation by ensuring the right employees are attracted into the charity and also retained, by revising the recruitment and induction process, along with assessing the skills and training requirements needed now and in the future. This will be alongside embedding Help & Care's core values and culture across all departments.

The postholder will also lead on the development of systems to support our roll out of Personalised Care Institute training internally and externally.

Responsibilities / Tasks:

1. To review our current induction programme, ensuring our values are embedded. Working alongside the Leadership Team and other managers to develop content and to coordinate the delivery to all new starters within their first 2 months of starting at Help & Care.
2. Working with the Leadership Team to support the commissioning and coordination of a learning session on 'managing relationships' for all staff.
3. Support the commissioning and coordination of a positive influencing course for leaders and aspiring leaders, building upon the 'managing relationships' session above.
4. To commission and coordinate the delivery of a session for leaders and aspiring leaders on supporting change and innovation within teams. Including change management, creative thinking/conversations and supporting creativity within teams.

5. Coordinate the delivery of an in-house introduction to community development and how it influences Help & Care's culture and the way we work.
6. Working with the Leadership Team and managers to develop a core competency framework built around our values, behaviour and culture (will include relationships and innovation training as above.)
7. Working with the Leadership Team, managers and partners to develop a management training framework that focuses on transactional and interpersonal skills, competencies and behaviours.
8. Develop, agree and implement competency frameworks for all staff, including alignment with Personalised Care Institute training.
9. Support a comprehensive review of recruitment, working with HR colleagues including:
 - i. Updating job descriptions with consistent information about Help & Care's values, culture and behaviours
 - ii. Developing core questions related to values, culture and behaviours to include in interview processes
 - iii. Developing an approach to seek feedback from candidates on their recruitment experience
 - iv. Updating the induction checklist, ensure induction courses are consistent and new staff receive an induction within 2 months of starting working at H&C
 - v. Create a new starter support programme which enables managers to quickly identify and resolve issues
10. Review mandatory training courses to ensure they are fit for purpose. Support the Leadership Team to commission new mandatory training modules as required.
11. Develop an online resource repository for learning and development.
12. Develop a process for the tracking and management of mandatory training including regular refreshers.
13. Support the implementation of the digital skills framework.
14. Working closely with the Self-Management Service Quality and Development Team, develop systems and processes for the roll out of the Personalised Care Institute training including providing training administration activities.
15. To perform any other activities which are consistent with the duties and responsibilities of the post.

Conditions

Carry out other such duties as may be required by the Service Manager, Director of Partnerships, Leadership Team, Chief Executive and Trustee Management Board which are consistent with the duties and responsibilities of the post.

The working week shall be 37 hours over 5 days a week (or less if the role is part time) but in agreement with manager and needs of business.

The poster holder will be required to work from in Dorset/Hampshire area, with occasional travel for meetings and events. Internet Broadband essential ..

There may be occasions when it is necessary to attend meetings across Dorset and Southern England to support our remote teams.

The other conditions of service and other current procedural agreements will be enclosed with the post-holders Contract of Employment with the Employer Help & Care.