

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Programme Quality Coordinator (Connect to Work)

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)						
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate	
Education & Qualifications	1	Educated to degree level or equivalent in a relevant discipline, or with significant experience in quality assurance, compliance, or programme management.	E	*						
	2	Project management, quality assurance or auditing qualification (e.g., PRINCE2, ISO, IPS fidelity training)	D	*						
Experience	1	Experience of delivering or overseeing quality assurance, compliance or programme fidelity within employment, health, or community-based services.	E	*	*	*				
	2	Experience of supporting staff or partners to meet programme standards and improve performance.	E	*	*	*				
	3	Experience of working with health services, community organisations and multi-agency partners.	E	*	*					
	4	Experience of analysing performance data and preparing monitoring or audit reports.	E	*	*					
	5	Experience contributing to continuous improvement or programme development initiatives.	D	*	*					
Knowledge	1	Strong understanding of quality assurance principles including audit, continuous improvement, compliance and performance monitoring.	E	*	*					
	2	Knowledge of safeguarding, equality, health & safety, GDPR and information governance.	E	*	*					

	3	Understanding of IPS employment support principles or similar evidence-based models.	D	*	*				
Personal Skills	1	Excellent organisational skills with ability to manage multiple priorities effectively.	E	*	*				
	2	Strong communication skills, with ability to engage and influence partners and stakeholders.	E	*	*	*			
	3	Ability to guide, motivate and support staff to achieve quality and performance standards.	E	*	*				
	4	Good analytical skills with strong attention to detail.	E	*	*				
	5	Proficient in Microsoft Office and project/performance management tools.	E	*	*	*			
	6	Flexible and proactive approach with ability to adapt to changing programme needs.	E	*					
Additional Requirements	1	Prepared to undertake occasional work out of hours	E	*					
	2	A commitment to Equal Opportunities and Diversity in all work practices	E	*					
	3	An appreciation and commitment to health and safety practices in the workplace.	E	*					
	4	Full driving licence with access to vehicle for work purposes.	E	*					