

**Job Description**

**Job Title: Financial Resilience Co-ordinator**

**Salary Grade: Grade 7**

**SCP: 26-30**

**Job Family: People Care**

**Job Profile: PC4**

**Directorate: Neighbourhoods**

**Work Environment: 30 West Sunniside and agile working**

**Reports to: Advice Services Development Manager**

**Number of Reports: 2**

**Purpose:**

1. To support the Strategic Advice Services Manager to deliver a range of projects, initiatives and activity that supports improved financial resilience and wellbeing as part of the Neighbourhood Directorates approach to Community Resilience.

2. To develop and deliver a Financial Resilience Toolkit (Resilience Web Pages & Checklist) supported by an ongoing annual programme of activity including (but not restricted to) online support; communications and campaigns; and training and training resources.

3. To develop, retain and share expertise in relation to financial inclusion and wellbeing, national and local policies, activity and best practice.

4. To liaise with colleagues in Public Health contributing to capacity building agendas, building financial resilience into key interventions and programmes, for example, Making Every Contact Count (MECC) and Health Champion activity and to further enhance the local social prescribing model.

**Main Duties and Responsibilities**

1. To develop, design & maintain the Financial Resilience Toolkit (Resilience Web Pages & Checklist) materials and resources.

2. To manage and co-ordinate internal resources linked to the Financial Resilience Toolkit to embed the agreed approach.

3. To develop a detailed project plan and programme of financial resilience/inclusion activity, monitor progress and manage changes.

4. To specifically develop, deliver and evaluate a comparison and switching service that will be widely promoted, linking into the Workplace Alliance affordable warm homes scheme and winter planning; targeting low income families in the city; working with partners including 0-19 Public Health Service, Together for Children, Voluntary and Community Sector and schools to support low income families in the city.

5. To access Health Champion and Making Every Contact Count (MECC) training, ensuring the Financial Resilience Officer staff are also trained Health Champions and work with Public Health to make links between financial and wider health and wellbeing activity and support.

6. To be a Making Every Contact Count (MECC) lead within the Strategic Advice services and cascade MECC training working with Public health to build sustainability.

7. To support health promotion activity and campaigns including supporting people to access services such as stop smoking.

8. To represent the Strategic Advice Service Manager and promote financial resilience at a variety of forums.

9. To influence the wider agenda of community resilience within the Council and City.

10. To ensure that all projects/activity are delivered on-time, within scope and within budget.

11. Assist in the definition of project scope and objectives, involving all relevant stakeholders.

12. To delegate project tasks to the team.

13. To deliver training and awareness packages to support financial resilience.

14. To measure performance using appropriate tools and techniques.

15. To provide briefings and performance reports suitable for a variety of audiences including commentary & analysis, as appropriate.

16. To develop policies and procedures for the financial resilience team.

17. To engage with stakeholders in service planning and development opportunities.

**Other Duties**

1. Maintain records via electronic and paper management systems.
2. Work in a non-judgemental way and advise and empower clients in line with Council aims and objectives, including equal opportunities.
3. The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
4. The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.
5. The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
6. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
7. To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information and respect the privacy of personal information held by the Council.