

Hartlepool Financial Inclusion Partnership (HFIP) Co-ordinator – DRAFT job description & person specification

1 Job purpose

To serve the Hartlepool Financial Inclusion Partnership. The HFIP's purpose is to address and mitigate the impact of financial exclusion in Hartlepool. This will be achieved through member organisations working collaboratively and sharing information, knowledge, contacts & expertise – and through collaborating with other networks of organisations addressing other aspects of social exclusion in the town.

2 Job roles

The job's foremost priorities are:

- Co-ordinating the HFIP's business including supporting all meetings;
- Undertaking research and preparing a business case regarding the development and potential creation of a Credit Union.

Specifically, the post-holder will also be expected to:

- Provide full administrative support to the Executive Committee and HFIP Stakeholder Group
- Review and update the HFIP business and action plan in collaboration with HFIP partners
- Promote the work of HFIP and its members, disseminating information on available resources to tackle financial exclusion
- Identify funding opportunities to further HFIPs work
- Prepare a business case regarding the need, demand and actions required for a face to face Credit Union.

3 Person specification

The required personal qualities required are:

- **Clear thinking** – the postholder will need to understand the functions, priorities and issues affecting HFIP members and facilitate greater collaborative working.
- **Interpersonal and communication skills** – the postholder will need to be able to form constructive, empathetic working relationships with HFIP members, other organisations working to address financial and social exclusion and Hartlepool residents interested in savings schemes & credit unions.
- **Group facilitation** – forming any form of savings/credit union involves enabling a diverse group of residents to work together effectively.

NB The post-holder is not expected to have previous experience of running or managing credit unions etc. They will, however, in time be required to have the capacity to grasp the associated basic details to the extent of being able to communicate these clearly and straightforwardly to various audiences.

4 Management & accountability

There will be two components to management of the post:

4.1 Strategic & performance management

- Strategy and work programme will be set by the Hartlepool Financial Inclusion Partnership – to which the post-holder, with Hartlepower, will be accountable.
- At least quarterly the Co-ordinator's progress will be reviewed by the Hartlepool Financial Inclusion Partnership executive, who have secured funding for this post. Any other achievement-related matters will also be overseen by this same group.

4.2 Day to day management

- Hartlepower will provide day to day management and support. Periodic meetings with representatives of the Hartlepool Financial Inclusion Partnership are also anticipated.

5 Employer & location

Hartlepower will employ the Co-ordinator. The postholder will be based with Hartlepower's VCS support team at the Energy Hub in Stranton.

6 Contractual & financial

- **Contract and hours**
The post will initially be for 23 months – 20 hours per week, worked flexibly.
- **Salary**
£15 per hour
- **Pension**
Hartlepower will contribute 3% of salary as per statutory obligation.
- **Capable of independent travel**
The Co-ordinator will be expected to attend meetings around Hartlepool from time to time.

7 The wider context

The following anti-poverty related initiatives within Hartlepool – with which various Hartlepool Food Council members are connected – present the potential to extend the HFC's work:

- HBC Anti-poverty strategy
- Joseph Rowntree Foundation "Hartlepool Action Lab 3" – coming up in 2021
- HBC Waverley allotments and wider allotment provision;
- HFIP Strategic Action Plan

Hartlepower – March 2021