Job title	Programme Coordinator – Extended Table
Organisation Profile	NOW Group is an award-winning social enterprise operating across Belfast and Dublin. We are committed to working with individuals and businesses to unlock potential and create meaningful, lasting change across the island of Ireland. Our work focuses on supporting people who are neurodiverse, autistic, or have a learning disability, helping them to build skills and progress into sustainable, future-focused employment. Through tailored training programmes, inclusive job opportunities, and community-based support, we empower individuals to achieve their goals and thrive in the workplace.
Candidate Brief	As Programme Co-ordinator, you will be responsible for NOW Group's Extended Table programme, a UK-wide initiative led by NOW Group in collaboration with four partners across England and Scotland. The project will be based directly within schools, with a strong focus on supporting school leavers with special educational needs. The project will centre around the themes of food and digital media, using these as creative tools to drive social engagement and personal development to influence system change. The core objective is advocacy, equipping young people with the skills and confidence to speak up for themselves and others.
Location	NOW Group HQ, Belfast as base (requirement to travel across NI)
Reports to	Head of Services
Hours	37.5 per week
Salary scale	Salary band £32,000 to £34,000
Benefits	25 days annual leave plus 12 statutory days Health Cash Plan (on successful completion of probationary period) Access to confidential Staff Counselling & Financial Advisory Services Stakeholder Pension Scheme (5% employer contribution) Bike 2 Work Scheme Holiday purchase scheme Flexible working & Wellbeing initiatives

Main Responsibilities

1. Manage NOW Group's Extended Table project ensuring activities are planned and implemented to fulfill the funder expectations, NOW Group strategic and operational plans and the needs and aspirations of key stakeholders.
2. Collaborate with partner organisations to ensure consistent and impactful implementation, leading on financial management and monitoring of project outcomes to agreed KPIs.
3. Line manage the Extended Table project team including Skills & Outreach Officers and a Baker Trainer, including work allocation, training, problem resolution and evaluating performance.
4. Ensure effective induction of participants onto the programme, including initial and formative assessments and the co-creation of Outcome Stars and Action Plans.
5. Develop and oversee a yearly calendar of skills-based programmes centred around food and digital media, supporting participants in building confidence, communication, and advocacy skills.
6. Provide project insight and learning within the Extended Table partnership to contribute to system change through evidence-based practice, engaging with local decision makers and creating opportunities for participants to influence future provision.
7. Work with the wider Services team to support participants to transition from Extended Table into our other services based on participant needs and aspirations.
8. Develop excellent relationships with project partners and stakeholders, representing NOW at seminars and workshops by delivering presentations, participating in discussions and explaining the work of the organisation.
9. Liaise with our marketing and communications service to create positive promotional material and individual case studies.
10. Produce accurate financial returns and monitor and report on progress against targets internally and externally to the funder.
11. Undertake regular quality audits to ensure compliance with organisational and funder guidelines.
12. Contribute to the achievement of organisational Scorecard targets and strategy objectives.
13. Comply fully with NOW Group's 'Organisational Approach to Safeguarding' and adopt the role of Designated Safeguarding Officer.

Access NI

NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at AccessNI Code of Practice (nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.

Personnel Specification

Essential

1. A full current driving license and access to a car. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a license.
2. Ability to be flexible and adaptable - hours are flexible but may occasionally involve evening/weekend work and travel to mainland UK.
3. Minimum level 2 qualification in English and Maths.
4. At least 2 years' paid experience of supporting individuals with a learning disability, difficulties or Autism.
5. At least 2 years' experience of managing a team and/or project and meeting targets.
6. At least 2 years' experience of producing outcomes focused monitoring reports.
7. At least 1 years' experience of managing a budget.
8. Proficient in the MS Office suite.

Desirable

1. Experience of working with The National Lottery Community Fund
2. Experience of managing a partnership-based project.
3. Experience of being a Designated Officer for Child Protection.

Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The shortlisting panel will not make assumptions as to your circumstances, qualifications, and experience.

Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues. Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.