

JOB DESCRIPTION

JOB TITLE:	Social Value Coordinator
GRADE:	7
REPORTING TO:	Procurement Manager
RESPONSIBLE FOR:	N/A

ROLE SUMMARY

The Social Value Coordinator will play a key role in contributing to the delivery of a high-quality service that supports communities and the local economy through working with our supply chain to achieve meaningful and tangible outcomes to our communities and customers and in supporting the collaborative partnership with key parties and projects.

The Social Value Coordinator will be the point of contact between the Procurement team, Community Investment team, service departments, community groups, schools and suppliers in relation to social value within the supply chain. They will liaise with all areas to ensure that suppliers are evidencing and delivering against proposed social value outcomes and will ensure that all parties are kept informed through regular updates.

The Social Value Coordinator will be passionate about delivering excellent customer service and will ensure that they provide an exceptional service to customers both within and outside of the business.

MAIN DUTIES & RESPONSIBILITIES

The points below are a summary of your main duties and responsibilities:

- Act as a first point of contact for partners and stakeholders in relation to social value by actively communicating with various groups (including community groups and educational settings), internal departments, external agencies and the supply chain. Ensure that any planned or ongoing projects are effectively monitored and updated as and when required.
- Responsible for the Coordination of projects and gather relevant information, evidence and performance data to promote projects and support delivery to community groups and schools.
- Coordinate administrative tasks relating to social value to help the team manage workloads and respond effectively to requests received from local community groups.
- Responsible for ensuring that social value records are updated at an agreed frequency to detail performance management and monitoring of proposals against deliverables.

- Responsible for ensuring that data is available for reports to be provided to senior management and category managers as and when required.
- Responsible for attending contract management meetings with Category Managers to discuss social value and gain additional information for monitoring and evidence to promote effective delivery of social value through the contract.
- Actively record information relating to specific projects and deliverables to be used to prepare promotional case studies to further support social value principles. These case studies will be used for promotional purposes at supply chain events and to support the County Durham Pound project delivery through collaborative working.
- Responsible for ensuring that performance measurement tools and spreadsheets are regularly and correctly updated.
- Act as the point of contact for suppliers in relation to obtaining relevant evidence relating to the deliverables from their social value proposals. This information will be updated and monitored accordingly.
- Required to attend meet the buyer events to promote the benefits of social value through procurement and also provide guidance and support to the supply chain in relation to social value measures (TOMs) and future evidence requirements.
- Responsible for evaluating social value elements of each tender received across all category areas and provisions.
- Establish and building relationships with suppliers to actively monitor and manage social value commitments made against the deliverables received.
- Ability to communicate effectively to ensure that information and data are received from relevant stakeholders in a timely manner.
- Work proactively with team members to ensure that the service not only supports customers to achieve but is also recognised as an innovative and creative service that leads change across and outside the sector.
- Proactively support projects, suppliers, internal departments and contract management meetings to ensure deliverables are achieved within the specified timescales.
- Be a believe housing representative at relevant collaboration meetings to support with both organisational and collaborative social value elements within County Durham
- Manage health and safety issues in your area of responsibility in line with relevant section(s) of the Health and Safety Policy
- Comply with believe housing confidentiality and information security policies at all times
 - Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications	NVQ level 3 in relevant field of business management or procurement		• Application Form • Selection Process • Pre-employment checks
Experience	Experience of working as part of a team Proficient in the use of Microsoft Office applications, specifically Word, Teams and Excel Experience of undertaking an administrative role within a busy organisation Experience of working with a variety of stakeholders Ability to produce reports of data for analysis		• Application Form • Selection Process •
Skills/knowledge	Excellent communication skills with the ability to establish and maintain a high degree of confidentiality, respect, trust and credibility Ability to negotiate and manage the expectations of both internal and external stakeholders Ability to confidently self-direct activity and work autonomously Ability to prioritise and manage tasks and have effective time management Hard working with strong attention to detail and well organised	Knowledge and understanding of social housing Knowledge and understanding of procurement within the public sector setting Knowledge and understanding of Social Value principles	• Application Form • Selection Process

Desire to learn and improve skills and experience Positive attitude and willingness to assist others to provide a high-quality service Demonstrate resilience due to the nature of the role Ability to represent believe housing at regional / national events as required		
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