



## JOB DESCRIPTION & PERSON SPECIFICATION

### IRISi Project Support Officer

<b>Salary:</b>	£26,845-£28,371 p.a. according to skills and experience
<b>Hours:</b>	Full-time (35 per week)
<b>Location:</b>	Home based with occasional travel to meetings in London and IRISi Bristol office
<b>Annual Leave:</b>	25 days p.a. plus 8 bank holidays plus closure over Christmas and New Year
<b>Pension:</b>	3% pension contribution (paid after three months)
<b>Probationary period:</b>	Four months
<b>Tenure:</b>	Fixed term to 31-3-25
<b>Employer:</b>	IRISi
<b>Reporting to:</b>	Contracts & Programme Manager, IRISi

#### OVERVIEW

IRISi is a social enterprise established in 2017. IRISi's vision is a world in which gender-based violence is consistently recognised as a health issue. Our mission is to promote and improve the healthcare response to gender-based violence (GBV) through health and specialist services working together. Our flagship programme is IRIS (Identification and Referral to Improve Safety). We are working towards having a suite of evidence-based health, domestic abuse and sexual violence programmes that can be commissioned locally.

#### The Role

This post is the opportunity to provide project support to IRISi's Contract & Programme manage and support delivery of our programmes of work principally, delivery of our flagship intervention, the IRIS programme, in six new IRIS sites in London, and three new IRIS sites outside the capital. The programme of work will build on the successful delivery of two similar programmes of work. This is a great opportunity to be part of improving the health care response to domestic abuse and to join a small, ambitious, and dedicated team at IRISi.

## MAIN DUTIES AND RESPONSIBILITIES:

- Support the Contracts & Programme Manager to maintain and implement a contract and programme management strategy which robustly delivers against IRISi's priorities and achieves return on investment for the funders.
- Provide administrative support to the Contracts & Programme Manager, and other programme team members.
- Work closely with the Contracts & Programme Manager and colleagues on finance matters related to the programme to ensure contracts are delivered within agreed financial envelopes and governance arrangements are in place.
- Act as first point of call for project/programme queries, responding appropriately to simple queries and escalating more complex queries to the appropriate manager.
- Support the Contracts & Programme Manager with contracting activity, focusing on contract development as required, contract compliance and managing risk.
- Maintain databases and systems to support the running of the programme.
- Ensure provision of high-quality support services, including the preparation and dissemination of agendas, minutes, ensuring actions are adequately captured and followed up.
- Undertake analysis relating to projects.
- Proof read reports and documents, ensuring that high quality outputs are delivered
- Support the Contracts & Programme Manager to promote and ensure consistency and quality are achieved across the programme of work.
- Work with regional managers to support local IRIS teams to adhere to the evidenced based frameworks for IRISi's programmes which will monitor impact and achieve outcomes.

### **Working Relationships and Contacts**

The post holder will also be required to develop and maintain effective working relationships with colleagues in the IRISi team as well as the IRIS team members responsible for programme delivery on the ground based in the specialist provider organisations and health settings across all boroughs. Relationships will also need to be developed with programme funders, partner agencies and their representative bodies, statutory and third sector partners. Developing and maintaining partnerships with other organisations to further our strategic goals will be expected.

## PERSON SPECIFICATION

We are seeking someone with a proven track record of delivering support to successful programmes across the public and third sector which are innovative and meet financial and time commitments.

### **Required Competencies**

1. Experience of providing project support to successful projects/programmes, with particular experience of delivering complex projects involving multiple partners ideally within the charitable or not for profit sector.

2. Knowledge, understanding and experience of working within the health and the VAWG (Violence Against Women and Girls) sectors or a keen interest to develop this knowledge.
3. Experience of assisting with contract development and governance work, ideally within a public/voluntary sector setting, with third party suppliers and other service providers.
4. Good financial acumen and ability to assist with managing budgets, working closely with financial team colleagues.
5. Excellent ability to build relationships with a variety of providers across both the health and VAWG sectors at all levels.
6. Demonstrable skills to influence, negotiate and resolve disputes with providers and key partners.
7. A commitment to quality and achieving key performance indicators.
8. Ability to work in a pressured environment and deliver priorities at pace.
9. Significant experience of working with internal teams and external stakeholders to motivate others to succeed, deliver outcomes, influence, and hold them to account.
10. Ability to self-start and work autonomously, particularly where the context and outcomes are fluid or complex.
11. Ability to analyse multiple views and come to a decision.
12. Ability to identify and evaluate risks and options and develop strategies to manage and mitigate.
13. A recognised project or programme management qualifications (e.g. PRINCE2, Agile, Change Management) or equivalent experience would be desirable but not essential.

### **General Responsibilities**

- To adhere to our Equity, Diversity, and Inclusion policies in all activities.
- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.

We are an inclusive organisation, committed to ensuring our Board and staff team reflect the diversity of the people we serve. We warmly encourage applications from individuals from a wide range of backgrounds and across all the protected characteristics.

To apply, please send your CV and a letter (up to two sides of A4 each) outlining why you would like the role, explaining how your skills and experience match the required competencies. Please send applications to Sally Harrison; [sally.harrison@irisi.org](mailto:sally.harrison@irisi.org)

**Application deadline: Wednesday 11th October - 5pm**

**Interviews via TEAMS: Thursday 19th October.**