

Job Description and Person Details

Post Title	CLLD 'Keighley Works' Project Co-ordinator Community Led Local Development
Location	Craven College, Skipton (Multi-site)
Rate of pay	APT&C Scale 5, point 22 £20,005 per annum (fixed point) Pro rata to £16,222 per annum <i>This post is part funded through European Structural and Investment Funds (ESIF)</i>
Hours	30 hours per week
Responsible to	Project Manager
Special Conditions	This post is temporary for a fixed term up 18 December 2020 with a possible extension dependant on funding. A full DBS Certificate via the Disclosure and Barring Service will be required
Closing Date	Sunday 1 November 2020
Interview Date	TBC
Post No.	B966

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

To co-ordinate Community Led Local Development (CLLD) project 'Keighley Works' currently undertaken by the College. The Project coordinator will ensure the project meets profiled targets, maintaining accurate records, supporting the Project Manager to compile funding claims in line with audit processes and support co-ordination of wider project delivery.

'Keighley Works' engages with unemployed adults from the CLLD areas of Keighley who are furthest from the labour market experiencing barriers to gaining employment. This project will support and nurture individuals to move towards and into employment, training and/or job search. Additional project information is available by emailing projects@craven-college.ac.uk

The project is receiving up to £300,000 of funding from the England European Structural and Investment Funds Growth Programme 2014-2020. The Ministry of Housing, Communities and Local Government and the Department for Work and Pensions are the Managing Authorities for European Regional Development Fund and European Social Fund funding through the Growth Programme, funds established by the European Union to help local areas stimulate their economic development. By investing in projects the funds will help to support innovation, businesses, skills and employment to improve local growth and create jobs. For more information visit <https://www.gov.uk/european-growth-funding>.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To support the Project Manager by coordinating the delivery of the CLLD project 'Keighley Works', ensuring they achieve targets and profiled budgets outlined in the specification, contracts and profile;
- To support completion of paperwork with staff, partners and project participants to ensure all eligibility and evidence requirements are met;
- To support partners with community engagement methodologies and techniques to reach those furthest from the labour market.
- To produce and maintain contract and project records, ensuring appropriate audit trails and that all evidence meets CLLD/European Social Fund requirements;

- To compile timely and accurate claims, providing monthly reports on the project budget and attainment of targets;
 - To liaise with funding bodies to ensure clear communication of the College's progress towards target, feeding up management information and cascading project updates to the wider project teams;
 - To monitor project progress and ensure that records are set up and maintained for the purposes of ensuring accurate claims and successful audit;
 - To organise meetings, events and workshops to support the project;
 - To represent the College in appropriate meetings with external stakeholders;
 - To work in close liaison with the project Key Workers to ensure clear and effective marketing of the offer, including the development of case studies;
 - To monitor, record and evaluate the activity in the project;
 - To participate in regular team meetings and personally contribute to the development and promotion of the College;
 - You will be expected to be fully conversant with, and implement the College's range of Equality and Diversity and Safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
 - To participate in the College's appraisal scheme and undergo further professional development in line with the needs of the college;
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Possess a minimum of Level 3 qualification;
- Evidence of high standards of literacy and numeracy to a minimum of GCSE English and maths Grade A*- C;
- Exceptional organisational skills, and the ability to plan and prioritise work effectively;
- Experience of Community Engagement skills and methodology;

- Ability to problem solve and independently find solutions
- Excellent interpersonal and presentational skills;
- Proven experience of encouraging and inspiring others to achieve targets and meet deadlines;
- Strong numeracy and IT skills to administer and report from budgets and profiles in excel;
- Ability to work under pressure effectively to meet strict deadlines;
- Attention to detail;
- Ability to use initiative and be a self-starter;
- Research skills with the ability to readily assimilate information;
- Ability to work flexibly in line with the changing needs of the College;
- Competent with a range of IT software to include word processing, internet, email, databases and spreadsheets;
- Ability to work effectively as part of a team.
- Full driving licence and use of a car.

DESIRABLE REQUIREMENTS

- Knowledge of European Social Fund and audit requirements;
 - Knowledge of Further Education, including current initiatives and funding streams;
 - Knowledge of the national, regional or local skills agenda;
 - Experience of report writing;
 - Evidence of budget management;
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