

## **Post: Monitoring and Support Officer**

- Salary: Grade 7, £21,074 - £23,111
- Location: Partnership Team, DCO Mill Lane, Wingerworth
- Closing Date: 9am, 1<sup>st</sup> October 2018
- Interview Date: Mid October, to be confirmed

### **Job Details**

The Bolsover North East Derbyshire Local Action Group (LAG) has been allocated over £1.3 million to run a LEADER funding programme as part of the Rural Development Programme for England (RDPE). The LEADER Monitoring & Support Officer will assist in the delivery of the LEADER programme, which focuses on supporting and developing rural business and enterprise, farm diversification, encouraging tourism, and conserving rural heritage and culture.

Reporting to the LEADER Programme Officer, the officer is responsible for maintaining financial records for the LEADER programme, undertaking on-site monitoring across North East Derbyshire and Bolsover, preparing claims, arranging reimbursements, and supporting the work of the LAG. In particular this will include the promotion of the programme, engaging with a range of potential applicants and partner agencies to ensure its successful delivery, through network meetings, public events and direct visits to businesses and other bodies.

Able to devise, implement, monitor and evaluate administrative systems, the postholder will be required to develop and implement effective systems, have good organisational skills and ability to work to tight timescales, and have the written communication skills to produce good quality materials for a variety of purposes (publicity leaflets, short reports, information bulletins, letters and minutes).

Externally funded by the Rural Payments Agency, the post is initially advertised on a fixed-term basis up to the end of June 2020, to be reviewed at the end of the period.

We are keen to employ the right candidate for the position, so whilst we have advertised for a full time post we would be flexible in negotiating working hours for the right candidate. This may result in reduced working hours for the post or establishing job-share arrangements. Secondments would also be considered.

### **Contact Details**

For an informal discussion please contact:

- Nicola Parsons, BNED LEADER Programme Officer on 01246 217594, [Nicola.Parsons@bned-leader.co.uk](mailto:Nicola.Parsons@bned-leader.co.uk) or Steve Lee, Strategic Partnership Co-ordinator on 01246 217512 / [steve.lee@ne-derbyshire.gov.uk](mailto:steve.lee@ne-derbyshire.gov.uk)

- **Application Pack**

If you are interested in this post please go to the Jobs page on the NEDDC website  
<http://jobs.derbyshire.gov.uk/northeastderbyshire/>

Alternatively, if you would like an application pack, please:

- Telephone the Contact Centre on 01246 217640
- Or email [connectne@ne-derbyshire.gov.uk](mailto:connectne@ne-derbyshire.gov.uk)

**Please return completed application form to:  
HR & PAYROLL, NORTH EAST DERBYSHIRE DISTRICT COUNCIL,  
DISTRICT COUNCIL OFFICES, 2013 MILL LANE, WINGERWORTH,  
CHESTERFIELD S42 6NG**

## Job Description

<b>Job title and post number</b>	LEADER Monitoring & Support Officer	LP132
<b>Service Area and Directorate</b>	Partnerships Team, Growth Directorate	
<b>Reports to</b>	LEADER Programme Officer	
<b>Direct reports</b>	None	
<b>Grade</b>	7 (SCP 22 – 25)	
<b>Salary range</b>	£21,074 - £23,111	

### Job purpose

To maintain financial records for the Bolsover North East Derbyshire LEADER programme, undertake monitoring, prepare claims and arrange reimbursements. To also support the work of the Local Action Group (LAG), including the promotion of the programme, engaging with a range of potential applicants and partner agencies to ensure its successful delivery.

### Duties and responsibilities

- 1 To support the Bolsover North East Derbyshire LEADER operating company and accountable body (North East Derbyshire Business Developments Limited).
- 2 To maintain and manage the accounting systems so that claims may be prepared and submitted according to requirements.
- 3 To prepare and submit claims in accordance with the requirements of the respective funding bodies.
- 4 To work with partner agencies in order to ensure that all required information is submitted by the appropriate date.
- 5 To undertake and record monitoring visits to supported projects to ensure funding has been spent appropriately and that appropriate records are maintained.
- 6 To advise funding recipients how to complete claims in respect of key requirements and timescales.
- 7 To respond to queries on the financial and monitoring aspects of the LEADER funding.
- 8 To produce reports, spreadsheets and minutes as required for the Bolsover North East Derbyshire LEADER LAG.
- 9 To support the Bolsover North East Derbyshire LEADER LAG, working with its appointed auditors in the audit submissions.

- 10 To represent the Bolsover North East Derbyshire LEADER programme at external meetings as necessary.
- 11 To support the promotion of the Bolsover North East Derbyshire LEADER funding opportunities, the programme and its activities within local communities and agencies, using a range of communication methods.
- 12 To support the LEADER project appraisal process.
- 13 To support the review and improvement of the internal operations, office and resource management of the BNED LEADER Team.

### **Working conditions**

The main office location for the post will be District Council Offices. The postholder will also be required to work from various locations within the community, such as private business premises, and occasionally at national networking events.

Considerable flexibility is important as occasional attendance at evening and weekend meetings and events will be required. This may require working outdoors.

Willingness to go through a full DBS (Disclosure and Barring Service) check.

### **Physical requirements**

There are no specialist physical requirements for this post.

### **Corporate Duties and Responsibilities**

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

<b>Approved by:</b>	<i>Strategic Partnership Co-ordinator</i>
<b>Date approved:</b>	<i>15<sup>th</sup> October 2014</i>
<b>Reviewed:</b>	<i>4<sup>th</sup> December 2017</i>

**PERSON SPECIFICATION**

<b>Post Title:</b> LEADER Monitoring & Support Officer	<b>Section:</b> Partnerships Team		
<b>Directorate:</b> Growth			
<b>Knowledge (Essential)</b>	<b>AM</b>	<b>(Desirable)</b>	<b>AM</b>
		<ul style="list-style-type: none"> <li>• Knowledge of political and community structures in the local, sub-regional and regional area</li> <li>• Regeneration activities</li> <li>• Assessment and appraisal of project applications, business plans or business cases</li> </ul>	<p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p>
<b>Qualifications</b>			
		<ul style="list-style-type: none"> <li>• Good standard of education (e.g. to degree level, NVQ level 4 or equivalent)</li> </ul>	a & c
<b>Experience</b>			
<ul style="list-style-type: none"> <li>• Developing and implementing effective administrative systems</li> </ul>	a & i	<ul style="list-style-type: none"> <li>• Multi-agency/community working, including working with the private sector</li> </ul>	a & i
<b>Skills</b>			
<ul style="list-style-type: none"> <li>• Good organisational skills and ability to work to tight timescales</li> <li>• Self-motivated and enthusiastic worker, able to work on own initiative</li> <li>• IT skills including knowledge of Microsoft Office applications, e-mail and the Internet</li> <li>• Interpersonal skills, able to explain complex information in an accessible way</li> <li>• Ability to regularly work alone in an office environment</li> <li>• High standard of numerical ability</li> <li>• Logical and systematic approach</li> </ul>	<p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p> <p>a, i &amp; r</p> <p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p>		

<ul style="list-style-type: none"> <li>• Able to devise, implement, monitor and evaluate administrative systems</li> </ul>	a & i		
<ul style="list-style-type: none"> <li>• Written communication skills to produce good quality materials for a variety of purposes (publicity leaflets, short reports, information bulletins, letters and minutes)</li> </ul>	a & i		
<ul style="list-style-type: none"> <li>• Ability to engage with a range of businesses, organisations and local residents, patiently empathising with their needs in an approachable and flexible manner</li> </ul>	a & i		
<ul style="list-style-type: none"> <li>• Finance/budget management and control skills, with submission of timely and accurate claims</li> </ul>	a & i		
<ul style="list-style-type: none"> <li>• Ability to establish and maintain systems on a 'real-time' basis which effectively and accurately record and retain evidence of approved activities</li> </ul>	a & i		
<b>Other Requirements:</b>			
<ul style="list-style-type: none"> <li>• Ability to work flexibly to cover evening and weekend meetings and to attend events outside of the area</li> </ul>	a & i		
<ul style="list-style-type: none"> <li>• Willingness to work across Bolsover and North East Derbyshire Districts from private business premises, community venues and other locations as required.</li> </ul>	a & i		

**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c), (o) others**

#### Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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