

Post: Project Manager (Supporting the Work this Way Project and Working Communities Programme)

- Salary/Grade: £28,785 Fixed per annum, Grade 9
- Hours/Days: 37 hours per week
- Temporary (June 2019 to 29th September 2019)
- Location: Mill Lane, Wingerworth, S42 6NG
- Closing Date: 23rd May 2019
- Interview Date: 4th June 2019

Job Details and Requirements

Ambition is an exciting temporary pilot programme to support unemployed young people (aged 18 to 24) across North East Derbyshire, Bolsover, Chesterfield, Bassetlaw and the Derbyshire Dales.

The project prepares clients for employment via training and work experience and progression when in paid employment.

The Project Manager will manage the end stages of the 'Work This Way' project', including: its finances; liaison with stakeholders; the performance management framework; performance reporting; the Councils contractual obligations to the SCR; staffing requirements, and to achieve this within the controls and requirements of the local authorities agreed protocols, policies and procedures, with a particular focus on managing the end states of the project. The Ambition Project Manager is also to engage with employers and promote the Ambition Programme, securing work placements and employment for young people on the Programme whilst managing the Ambition Team across a wide geographic area to ensure that a consistent and co-ordinated approach takes place and specific targets are met.

Contact Details

For an informal discussion about the post, please contact Julian Cosgrove, Economic Development and Growth Manager on (01246) 217756 or julian.cosgrove@ne-derbyshire.gov.uk

Application Pack

If you are interested in this post, please visit the Jobs pages on the NEDDC websites <http://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access, application packs are available from:

- Telephone the NEDDC Contact Centre on 01246 217640.
- Email humanresources.bdc&neddc@ne-derbyshire.gov.uk



Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

We welcome applications from all sections of the community

Job Description

Job title and post number	<i>Ambition - Project Manager</i>
Service Area and Directorate	<i>Economic Development Economic Growth</i>
Reports to	<i>Economic Development and Growth manager</i>
Direct reports	<i>The LA Employment Project - NEDDC</i>
Grade	<i>Grade 9 – SCP 25</i>
Salary range	<i>£28,785 Fixed</i>

Job purpose

To manage the LA Partners Employment project, including: its finances; liaison with stakeholders; the performance management framework; performance reporting, and to achieve this within the controls and requirements of the local authorities agreed protocols, policies and procedures. The Project Manager is also to engage with employers and promote the Programme, securing work placements and employment for young people on the Programme across a wide geographic area to ensure that a consistent and co-ordinated approach takes place and specific targets are met. The post will also support the Working Communities programme as required.

Duties and responsibilities

1. To take overall lead on the 'Project' and ensure that the reputation of the project's clients, the Council and partners' linked to the project are protected.
2. Create and support new policy and process to support this 12 month strategic project.
3. To show support for project clients, as per the Option 3 SAMT (August) paper, and implement this to create a stable and FFP administrative and project environment including the development of new processes as required to ensure the safeguarding of project clients.
4. To hold group sessions in Job Centres with young people to assess and promote employability.
5. To ensure the strategic engagement of appropriate Employers (i.e. develop a method of finding, attracting, and keeping the best and most appropriate employers to support employment pathways for project clients). Working closely with these Employers to source vacancies and assist with suitable candidates by preparing clients for interview.

6. To engage with employers, promoting the Ambition Programme and securing work experience/apprenticeships/employment with employers, linking in with existing networks as appropriate.
7. To consider (and discuss with the LA) the qualification profile of each LA and ensure higher level apprenticeships are considered where appropriate.
8. To develop future project ideas to support young people into work by considering new and deliverable employment pathways.
9. Organise and chair partnership and progress meetings with strategic partners, such as DWP and LA's. In order to report on project performance, in line with agreed LA partner requirements
10. Manage any allocated budget for THE PROJECT in line with the Council's financial regulations and requirements, and deal the day-to-day programme delivery of THE PROJECT, specifically training budgets (approx. 10-4k), and any other funds allocated from SCR or LA Partners.
11. Manage operational relationships with local authorities, local job centre plus representatives and regional DWP management.
12. Provide re-active support to employers and project clients during work placements and/or initial 6 months of employment.
13. Accept appropriate referrals (and create a procedural process (for rejection, acceptance and or sign posting approach) for the project from the Department of Work and Pensions and see these accepted clients as part of 1-1 and group sessions, as appropriate.
14. Manage the work of THE PROJECT, - ensuring that allocated targets are being met and issues/challenges are identified quickly and dealt with as appropriate.
15. Manage a project risk register for the project.
16. Attend and maintain all project products (a PID for example).
17. Ensure PROJECT documentation and database records are completed for clients and that data and information is held securely in accordance with the latest Data Protection legislation. (The *General Data Protection Regulations*).
18. Provide each local authority and local job centres with monthly/quarterly case studies as requested.
19. Selecting the appropriate training and booking the young person onto training.
20. Ensure cover provided for periods of absence, including leave and sickness.
21. Lead in the recruitment training and development of new members of staff if and when required.
22. Develop and foster positive professional relationships with colleagues and external contacts.

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.

Approved by:	<i>J. Cosgrove</i>
Date approved:	<i>May 2019</i>
Reviewed:	

PERSON SPECIFICATION

Post Title: <i>Ambition - Project Manager</i>	Section: <i>Economic Development</i>		
Directorate: <i>Economic Growth</i>			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> Awareness of funding streams available for employability and in work support Producing up to date and accurate monitoring reports/statistics Project Management Supporting employment, job growth and knowledge of the employment market 	a & i a & i a & i a & i		a & i
Qualifications			
<ul style="list-style-type: none"> GCSE Maths and English Relevant further education qualification 			
Experience			
<ul style="list-style-type: none"> Experience of line management Employer engagement and support Providing employability advice and guidance to young people, aged 18 – 24 years Managing own workload and that of others to ensure targets are being met Experience of project management Experience of rapport and credibility building. Experience of managing budgets IT skills, including word processing, e-mailing and database packages Working flexibly both autonomously and within a team. Experience of dealing with issues, problems and challenges promptly 	a & i a & i a & i a & i a & i a & i a & i a & i a & i a & i		a & i
Skills			
<ul style="list-style-type: none"> Excellent time management and organisational skills Diplomatic and calm in dealing with challenging situations 	a & i		a & i

<ul style="list-style-type: none"> • Excellent communication skills 			
Other Requirements:			
<ul style="list-style-type: none"> • Positive and can do approach • Ability to travel and have access to own transport 	a & i		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 selection 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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Date approved:	<i>May 2019</i>
Reviewed:	