

**JOB AND PERSON DETAILS**

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| <b>POST TITLE:</b>         | Project Co-ordinator  |
| <b>LOCATION:</b>           | Craven College, Skipton (Multi-site)  |
| <b>CONDITIONS:</b>         | Administrative, Professional, Technical & Clerical  |
| <b>HOURS:</b>              | 37 hours per week   |
| <b>SALARY:</b>             | APT & C Scale 5 (point 22)<br>£19,659 per annum   |
| <b>RESPONSIBLE TO:</b>     | Community and Projects Manager  |
| <b>SPECIAL CONDITIONS:</b> | <p>This post is temporary for a fixed term of 12 months, subject to review</p> <p>A full enhanced check via the Disclosure and Barring Service will be required for this post</p> |
| <b>CLOSING DATE:</b>       | Tuesday 20 June 2017 - midday   |
| <b>INTERVIEW DATE:</b>     | TBC   |
| <b>POST NO:</b>            | B840  |

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| <p>If you experience any difficulties in accessing any employment information or completing the College application form please contact Clare Baker (Assistant Human Resources Manager) at <a href="mailto:cbaker@craven-college.ac.uk">cbaker@craven-college.ac.uk</a> for assistance"</p> |
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## **JOB SPECIFICATION**

### **MAIN JOB PURPOSE**

To co-ordinate the "Skills Support for the Workforce" ESF Project delivery, ensuring it meets profiled targets. Maintain accurate records and support co-ordination of wider project delivery and support audit process of similarly funded project work.

### **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 lead and co-ordinate the delivery of the "Skills Support for the Workforce" Project, achieving the targets and profiled budget outlined in the specification, contracts and profile;
- To support completion of paperwork with employees to ensure all eligibility and evidence requirements are met;
- To produce and maintain contract and project records, ensuring appropriate audit trails and that all evidence meets European Social Fund and Skills Funding Agency requirements;
- To ensure that timely and accurate claims are made, providing monthly reports on the project budget and attainment of targets;
- To liaise with lead partners to ensure clear communication of the College's progress towards target, feeding up Labour Market Intelligence regarding employer demand;
- 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 Tyro Training's Business Development Team to ensure clear and effective marketing of the offer;
- To monitor, record and evaluate the activity in the project;
- To work with the Community and Projects Manager to support other projects reporting processes and audit checks and co-ordinate monthly team reports;
- To participate in regular team meetings and personally contribute to the development and promotion of the College;
- To ensure that interaction with learners is inclusive, paying attention to specific needs identified and through assessment, being mindful of cultural or gender differences;
- 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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| <b>PERSON SPECIFICATION</b> |
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The person we are hoping to appoint will meet all of 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;
- Excellent interpersonal and presentational skills;
- Ability to use initiative and be a self-starter;
- Exceptional organisational skills, and the ability to plan and prioritise work effectively;
- Ability to work under pressure effectively to meet strict deadlines;
- Ability to work with employees to complete individual learning plans to ensure their training meets the training needs of their employer and supports their career development;
- Ability to work flexibly in line with the changing needs of the College;
- Research skills with the ability to readily assimilate information;
- 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.

**DESIRABLE 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;
- Full driving licence and use of a car.