



JOB AND PERSON DETAILS

POST TITLE:	Project Co-ordinator Action Towards Inclusion and Positive Progressions (Big Lottery and ESF Funded)
LOCATION:	Craven College, Skipton (Multi-site)
CONDITIONS:	Administrative, Professional, Technical & Clerical
HOURS:	30 hours per week 15 hours Action Towards Inclusion 15 Positive Progressions
SALARY:	APT & C Scale 5 (Point 22) £19,659 per annum Pro-rata to £15,940 per annum
RESPONSIBLE TO:	Community and Projects Manager
SPECIAL CONDITIONS:	<p>This post is temporary for a fixed term of 2 years up until 30 September 2019, with a possible extension dependant on funding</p> <p>A full enhanced check via the Disclosure and Barring Service will be required for this post</p> <p>Term-time only contracts will be considered (with hours allocated over 40 weeks)</p> <p>Secondments will be considered</p>
CLOSING DATE:	Tuesday 29 August 2017 - midday
INTERVIEW DATE:	TBC
POST NO:	B845

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 cbaker@craven-college.ac.uk for assistance"

JOB SPECIFICATION

MAIN JOB PURPOSE

To co-ordinate Big Lottery and ESF funded projects currently undertaken by the College: Action Towards Inclusion and Positive Progressions (project information available at www.craven-college.ac.uk/the-college/projects/positive-progressions). Ensure both meet profiled targets, maintaining accurate records, compiling funding claims in line with audit processes and support co-ordination of wider project delivery.

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 Community and Projects Manager by coordinating the delivery of the Big Lottery Projects, 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 produce and maintain contract and project records, ensuring appropriate audit trails and that all evidence meets European Social Fund and Big Lottery 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.

PERSON SPECIFICATION

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;
- Exceptional organisational skills, and the ability to plan and prioritise work effectively;
- 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;
- Excellent interpersonal and presentational skills;
- 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.

DESIRABLE REQUIREMENTS

- Knowledge of European Social Fund and/or Big Lottery funding 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;
- Full driving licence and use of a car.