

**CARDINAL
NEWMAN
COLLEGE**

RECRUITMENT PACK

POST:



We are delighted that you are considering applying for the post of Project and Procurement Coordinator to take up post as soon as possible.

Cardinal Newman is a wonderful place to work and we welcome applications from those who are keen to gain a broad experience of working in an outstanding institution. We are a happy and thriving Catholic Sixth Form College committed to equality and diversity welcoming colleagues from all backgrounds into our community irrespective of their religion or belief, ethnicity, age, gender, gender identity, disability, sexual orientation, marital or pregnancy status.

At Cardinal Newman, we are committed to the development of the whole person and we value each student as an individual, with a unique mix of skills and talents. Our students achieve outstanding results, which consistently place Cardinal Newman amongst the top Colleges nationally for Value Added. The College has maintained its outstanding rating after our most recent Ofsted inspection in February 2023. However, we are as proud of our students' social, cultural and spiritual achievements as we are of their outstanding exam results. We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful.

If you meet the criteria of the post advertised and feel that you would enjoy working here and are suitably qualified and experienced, then we hope you will make an application to join us.

Completed application forms should be returned to the Human Resources Department (via email or post) by 9.00am on Monday 26th June 2023 (we reserve the right to close for applications in advance of this date). We do ask that you accept, in the interests of economy, that if you have not heard from us by the mid-July you have not been selected for interview on this occasion (please note: previous applicants for the role need not apply). We will confirm receipt of all applications by email within one working day of receipt. Please call the HR team if you have not received a confirmation email by the closing date.

Should you have any questions, which are not covered in the enclosed information, please do not hesitate to contact the Human Resources Department.

A handwritten signature in black ink, which appears to read "Nick Burnham".

Nick Burnham
Principal



MISSION STATEMENT

As a Catholic Sixth Form College, we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

VALUES STATEMENT

Cardinal Newman College is a community, which aims to live out the gospel values of service and love. This means that:

- The individual student is central to all our endeavours
- The College values each individual as a unique person irrespective of gender, race, belief or ability and regards each person, made in the image and likeness of God, as worthy of the utmost respect
- The College strives to develop each person intellectually, socially and spiritually through an inclusive programme of study and enrichment
- The College values the spiritual journey of each individual and will offer opportunities for each to engage appropriately in their spiritual search
- The College is committed to creating a culture that is open and welcoming, free from fear and from violence of any kind, in which all individuals feel safe, happy and secure
- The College provides learning environments that are stimulating, enjoyable and challenging to students, fostering their creativity, imagination and search for truth
- The College encourages individuals to contribute positively to the world in which they live, to challenge injustice and to seek out more co-operative, just and peaceful forms of human existence.

JOB DESCRIPTION

Job Title:

Responsible to:

All staff must make a positive contribution to

- The Catholic ethos of the College and its distinctive nature;
- The College Equality and Diversity, Health and Safety and Safeguarding Policies and Procedures;
- The pursuit of excellence and highest standards of quality in all aspects of College life;
- Their own professional development, in accordance with the needs of the College.

Main Duties and Responsibilities:

- To coordinate all planning and project management for identified Cross College projects.
- Supporting team members to ensure that projects are delivered on time and within budget.
- To manage and work with design project teams including, technical advisers, specialist contractors, local authorities, and internal stakeholders.
- Monitoring and reporting changes and associated risks throughout the duration of the project, whilst offering professional challenge and interrogation of costs.
- Ensuring project information is up to date, the project tracker is maintained, and all procurement and contractual documentation is available and stored correctly.
- To manage a selection of cross college projects, these would include but not be limited to the Catering Contract, Carbon Reduction activities, Lancaster University School of Mathematics (LUSoM) Service Level Agreements, and the selection and preparation of bids for funding applications. To include, managing or developing agreements, communicating with internal and external stakeholders, attending meetings, evaluating numerical and written data, problem solving, report writing and making recommendations.
- Supporting procurement activities to ensure compliance when entering a contract with suppliers.
- Evaluate appropriate procurement routes i.e., quotes, tenders, e-sourcing tools, frameworks and consult with the wider project team and stakeholders for the procurement of goods and services.
- Prepare periodic reports on Value for Money obtained to monitor savings.
- Provide project and procurement support for LUSoM and the local Catholic Multi Academy Trust.
- Responsibility for delivery of effective stakeholder communications including regular reports and updates to all key stakeholders.
- Develop and maintain effective relationships with colleagues and other stakeholders from a wide variety of partner organisations.
- Contribute to the development, and continued improvement of project management, procurement, and contract management processes.
- To undertake additional duties as required, commensurate with the role.

PERSON SPECIFICATION

Qualifications/Attainments	Essential	Desirable
GCSE Grade A*-C/9-4, or equivalent, in Mathematics & English Language	✓	
Ability to undertake further training and development as required	✓	
Qualified to Level 3 or hold relevant industrial experience	✓	
Working towards CIPS qualification		✓
NVQ Level 3 or above in Business Administration/equivalent		✓
Experience	Essential	Desirable
Experience of working in a busy environment with the ability to respond positively to high work demands	✓	
Experience of working autonomously and part of a team, managing own workloads and achieving deadlines	✓	
Experience of managing and maintaining data	✓	
Experience of undertaking a range of clerical duties and administrative duties, including data input and retrieval	✓	
At least two years working in an office or education environment in an administrative capacity	✓	
Knowledge, Skills, and Personal Qualities	Essential	Desirable
Excellent working knowledge of IT packages including Microsoft Office; Word, Excel Outlook etc. (Excellent Excel skills are essential)	✓	
Knowledge of Project management or (APM/Agile or similar)		✓
Procurement knowledge (Public sector environment)		✓
Effective negotiation skills	✓	
Highly developed organisation and administrative skills	✓	
Ability to work to deadlines with high attention to detail and accuracy	✓	
Ability to analyse and interpret information and present findings in a clear and concise manner	✓	
Ability to maintain efficient record keeping systems	✓	
Effective problem-solving skills	✓	
Excellent IT skills	✓	
Confident communicator with excellent interpersonal skills with the ability to interact and communicate effectively with a range of stakeholders	✓	
A 'can do' attitude	✓	
A willingness to be flexible and occasionally work outside of normal hours	✓	
Enthusiasm and commitment	✓	
Excellent time keeping and attendance record subject to the provisions of the Equality Act 2010	✓	
Display the values, attitudes, and behaviour consistent with the ethos of the College	✓	
The ability to meet the requirements of the Asylum and Immigration Act (to be eligible to work in the UK)	✓	
Enhanced Disclosure clearance (including barred list check) *	✓	
Provision of two references which are deemed as satisfactory to the Principal*	✓	
Medical clearance*	✓	

*Following an initial offer of appointment.

Cardinal Newman College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service. Please note candidates' suitability to work with children will be explored at interview and confirmed through references for the appointed candidate

MAIN TERMS AND CONDITIONS

SUPPORT STAFF

SALARY	The post will be paid on the Sixth Form Colleges' Support Staff Pay Spine at points 13 to 17- pro rata to £25,687 to £28,947 per annum.
PAYMENT OF SALARY	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month (except at Christmas when payment is made before the holiday)
WORKING HOURS	37 hours per week, full year. Starting and finishing times as agreed.
PENSION SCHEME	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out). Further details are available at www.lancs-pensions.org.uk
DBS CLEARANCE	This post requires Disclosure and Barring Service clearance as well as a range of other safer recruitment checks.
HOLIDAYS	Holiday entitlement is pro rata to 22 days annual leave plus 8 statutory and 4 concessionary days. After 5 years' continuous services the annual leave entitlement increases to pro rata to 25 days annual leave.

DEPARTMENT INFORMATION

Department Information - Project and Procurement Coordinator

As the College grows and develops, the role of project and procurement coordinator will be pivotal for the College to maintain its excellent record of delivering quality projects, on time and on Budget. The portfolio of work will be wide and varied covering but not limited to new buildings, refurbishments, carbon reduction schemes, new software systems and Multi Use Games Area.(MUGA).

This post will coordinate, plan and track projects, communicate effectively with internal and external stakeholder. There are property and non-property related procurement exercises and this post also supports budget holders and other managers across College. Effective procurement contributes to the Colleges outstanding financial health and management and ensures value for money through the robust procurement activities.

The team will consist of a procurement, contracts and commercial manager, deputy procurement and contract manager and a project and procurement coordinator

ABOUT NEWMAN



Based in the heart of Preston city centre, Cardinal Newman College is a Catholic Sixth Form College. Our core activity is to provide education for students aged 16-18, offering a range of A-Level, BTEC and T-Level courses, at both level 2 and 3. The College also offers a Foundation Learning course for young people with specific learning needs. In addition to the 16-18 provision, Cardinal Newman also offers a range of University courses, including Foundation Degrees in Teaching and Learning Support and Early Years, as well as an Initial Teacher Training programme. Cardinal Newman College is the post-16 provider of Initial Teacher Training for the Catholic Teaching Alliance, for graduates looking to get into teaching.

The College draws a significant proportion of its full time 16-18 learners from a wide range of schools across Lancashire. Because of its distinctive ethos, its reputation, the levels of achievement, the support the College offers students and its provision of high quality courses, Cardinal Newman College is an attractive option for learners who attend high schools in Preston and the surrounding area as well. Year-on-year applications from these schools have increased significantly.



AN OUTSTANDING COLLEGE

Cardinal Newman is one of the highest performing sixth form colleges nationally for Value Added and the latest Ofsted Inspection in February 2023 graded all areas of the College as 'outstanding'. The report confirmed that students have highly positive attitudes to learning. Attendance is very high and students are committed to their studies and are highly motivated to achieve. The College has high expectations where students are at the heart of the curriculum.

Inspectors also commented that leaders are highly considerate of staff well-being and workload and that staff morale is exceptionally high. Staff feel the college is well led and managed and that they are trusted and valued by leaders. They describe a strong ethos and culture to support students to achieve their aspirations, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Every year, the vast majority of the College's students, progress to Higher Education with over 30% of those taking up places at Russell Group Universities.

OUR COMMUNITY

Links with the local and Catholic partner high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationships with College trustees, and with the Diocese of Lancaster are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this, for example students at the College are continually seeking to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Foundation Learning students; Health and Social Care students; the Medical Society and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, charities and local primary schools.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter. The team of specialist RE teachers live out the college's commitment to 'valuing the spiritual journey of each individual and offering opportunities for each to engage appropriately in their spiritual search'.

COLLEGE FACILITIES

The College contains Lark Hill House, which was built in 1797 as a private residence for Samuel Horrocks, a cotton manufacturer and later Mayor and Member of Parliament for Preston. In 1919 it became Lark Hill Convent Grammar school, which began taking sixth form students in 1967, from other local Catholic secondary schools.

It finally became Cardinal Newman College in 1978, when it merged with Winckley Square Convent School and Preston Catholic College, taking its name from Cardinal John Henry Newman.

Over the years, the College has expanded, with approximately £16 million worth of investment in state-of-the-art facilities, which perfectly combine the old with the new.

In 2009 we saw the addition of the St Cecilia Building and St Augustine's Building in 2010, which was renovated and refurbished to house classrooms, drama/dance studios, as well as the original sports facilities.

2015 saw the addition of yet another new building in the form of St Francis, which opened in the September, and is home to new classrooms for Sociology and Maths as well as Open Learning Centres, Seminar rooms, social space and the Student Advice Hub.

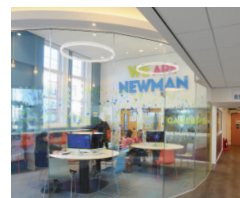
A further addition to the College's already outstanding facilities, was opened in October 2016 in the form of a brand new state-of-the-art gym in the St Augustine's building. This was accompanied by a complete refurbishment of the social space and café area of the St Augustine's building.

Summer 2019 saw further refurbishments throughout the College, including a new and improved coffee shop area, complete with on-site Starbucks and a Costa Pod in the College grounds.

Opened in 2020, the College added a brand-new climbing wall to our already excellent sports facilities.

2021 saw the opening of our brand new T-Level building, the St John Henry Building. Housing a range of classrooms, conference rooms and IT suites, it is a fantastic addition to the already excellent facilities.

We are also currently working on a Multi Use Games Arena (MUGA) which will have a polymeric versatile surface which can be used for a variety of purposes and sports.



OUR STAFF AND STUDENTS



STAFF AT CARDINAL NEWMAN COLLEGE

Cardinal Newman College has achieved all of its success through the hard work, skills and commitment of its 300 plus staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Cardinal Newman's curricular and pastoral offer to its students.

WHAT OUR STAFF SAY ABOUT WORKING AT CARDINAL NEWMAN COLLEGE

Our staff are asked to take part in an annual staff survey and the college's wellbeing score, as determined by staff, has consistently remained high year on year. We are pleased that the scores for overall wellbeing places the college at or above the top 10% of employers who take part in the same survey.



WHAT DO YOU ENJOY MOST ABOUT WORKING AT CARDINAL NEWMAN COLLEGE?

MY ROLE AS HEALTH AND WELLBEING CO-ORDINATOR, ORGANISING POSITIVE MENTAL HEALTH CAMPAIGNS AND SIGNPOSTING STUDENTS TO PRACTICAL RESOURCES (NHS-APPROVED APPS/CHARITY WEBSITES) RELATED TO WELLBEING, IS REALLY REWARDING. CNC PLACES REAL IMPORTANCE IN PASTORAL SUPPORT AND I WORK WITHIN A TEAM OF STAFF WHO GENUINELY CARE ABOUT OUR STUDENTS.

HOW WOULD YOU DESCRIBE CARDINAL NEWMAN COLLEGE TO OTHERS WHO DON'T WORK HERE?

CARDINAL NEWMAN IS A GREAT PLACE TO WORK: YOU ARE SUPPORTED IN TERMS OF CAREER DEVELOPMENT AND MADE TO FEEL VALUED IN YOUR ROLE. A NUMBER OF STAFF MEMBERS, INCLUDING MYSELF, ARE EX-STUDENTS WHICH I BELIEVE SAYS A LOT ABOUT THE POSITIVE ATMOSPHERE HERE.

**PAUL BENTLEY-MCGHEE
HEALTH AND WELLBEING CO-ORDINATOR**



WHAT DO YOU ENJOY MOST ABOUT WORKING AT CARDINAL NEWMAN COLLEGE?

THE SUPPORTIVE NATURE OF THE INSTITUTION. THE COLLABORATIVE TEAMWORK THAT TAKES PLACE IN THE CRIMINOLOGY DEPARTMENT AND THE TRUST THAT IS PLACED ON TEACHERS. I GET A SENSE OF FEELING VALUED - THIS WAS SOMETHING I HEARD ABOUT BEFORE STARTING HERE.

HOW WOULD YOU DESCRIBE CARDINAL NEWMAN COLLEGE TO OTHERS WHO DON'T WORK HERE?

FRIENDLY, SUPPORTIVE, STAFF AND STUDENT CENTRED. I HAVE RECOMMENDED THIS PLACE TO EX COLLEAGUES/FRIENDS - ONE OF WHICH WHO HAS RECENTLY BEEN APPOINTED.

**ASMA ALI
ASSISTANT HEAD OF CRIMINOLOGY**



WHAT DO YOU ENJOY MOST ABOUT WORKING AT CARDINAL NEWMAN COLLEGE?

I LOVE WORKING AT CNC AS IT IS A PLACE THAT ALLOWS ME THE FREEDOM TO DO WHAT I FEEL IT IS RIGHT. IT IS NOT SOMEWHERE THAT I AM DICTATED TO ON HOW TO TEACH BUT FEEL EMPOWERED TO DELIVER LESSONS IN THE WAY I SEE AS BEING BEST. THIS ALLOWS ME (AND STAFF) TO BE MORE CREATIVE AND CREATE ENGAGING LESSONS FOR STUDENTS THAT THEY ENJOY LEARNING FROM AND I ENJOY DELIVERING.

HOW WOULD YOU DESCRIBE CARDINAL NEWMAN COLLEGE TO OTHERS WHO DON'T WORK HERE?

CNC FEELS LIKE A BIG COMMUNITY. IT IS A PERSON FIRST APPROACH. STUDENTS ARE TREATED AS INDIVIDUALS AND HAVE TAILORED EXPECTATIONS. THE SAME GOES FOR STAFF; I FEEL LIKE I AM TREATED AS A VALUED MEMBER RATHER THAN ANOTHER NAME ON A DOOR. THE COLLEGE MANAGEMENT TEAM HAVE AN OPEN-DOOR POLICY TO DISCUSS ANY CONCERNS OR REQUESTS THAT I HAVE. WITHIN CNC I HONESTLY FEEL LIKE MY PERSONAL WELLBEING IS PUT ON A GREATER LEVEL THAN MY PROFESSIONAL ONE. ALL MEMBERS OF STAFF TREAT EACH OTHER WITH RESPECT REGARDLESS OF JOB TITLE. SINCE I STARTED IT FEELS LIKE WE ARE ONE BIG TEAM, RATHER THAN SEPARATE DEPARTMENTS.

**CHRIS JENNINGS
ASSISTANT HEAD OF BUSINESS**



WHAT DO YOU ENJOY MOST ABOUT WORKING AT CARDINAL NEWMAN COLLEGE?

I HAVE WORKED AT CARDINAL NEWMAN COLLEGE FOR OVER 10 YEARS. MY ROLE IS VERY VARIED AND EACH DAY IS DIFFERENT. I WORK WITH SUPPORT STAFF AND TEACHERS THROUGHOUT THE DIFFERENT DEPARTMENTS AND LOVE THAT EVERYONE WORKS AS A TEAM.

HOW WOULD YOU DESCRIBE CARDINAL NEWMAN COLLEGE TO OTHERS WHO DON'T WORK HERE?

CARDINAL NEWMAN COLLEGE IS AN AMAZING PLACE, FILLED WITH STAFF WHO CARE ABOUT THEIR WORK AND EACH OTHER.

**CLAIRE ECCLES
PA TO THE PRINCIPAL**



"MY FAVOURITE THING AT NEWMAN HAS TO BE THE TEACHERS. THEY'RE FRIENDLY, APPROACHABLE AND I FEEL LIKE I CAN GO TO THEM ABOUT ANY CONCERNS, NO MATTER HOW BIG OR SMALL."

STEPHANIE RAMSDEN

"MY FAVOURITE THING ABOUT NEWMAN IS THE OUTDOOR SPACE. I LIKE THE CANOPY SEATING WHERE I CAN SIT AND TALK WITH MY FRIENDS. I ESPECIALLY LIKE HOW THE CAMPUS FEELS LIKE IT'S INTEGRATED WITH NATURE."

CHARLIE LIVESEY-SHORROCK



"MY FAVOURITE THING ABOUT NEWMAN IS THE SUPPORT WE RECEIVE FROM THE CAREERS AND THE HEALTH & WELLBEING TEAMS. THEY ARE ALWAYS THERE WHEN WE NEED THEM."

SADIA AHMED



PRIVACY NOTICE

JOB APPLICATIONS

As part of any recruitment process, Cardinal Newman College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

The College collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The College may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as personal and employment references. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application file and on other IT systems including email.

Why does the College process personal data?

We need to process data in order to consider your application and, if appropriate, your appointment.

In some cases, we need to process data to ensure that we are complying with the College's legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The College has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

The College may process special categories of data, such as information about ethnic origin, or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is within context of the College's commitment to equality and diversity as well as its public duty under the Equality Act.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes the HR team, interviewers involved in the recruitment process, and managers in the area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does the College protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the College keep data?

If your application for employment is unsuccessful, the College will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be retained during your employment and for a period after the end of that employment, in accordance with our retention policy.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the College to change incorrect or incomplete data;
- require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact dataprotection@cardinalnewman.ac.uk

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the College during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

