

This post is part funded through European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The duration of this project is 1 July 2020 until 31 December 2023.

Post Title	Project Manager – ESF Project: Skills Guru
Scale	£35,500
Contract	Project Term – to 31 December 2023
Hours	Full Time
Responsible to	Vice Principal
Location	Hybrid
Job purpose	<p>We are looking for a highly motivated, experienced, project manager to lead and coordinate on the ESF Skills Guru project, across the North East.</p> <p>This role will be responsible for the development, operation, and compliance management of the project until December 2023. Our project includes the delivery of skills training to employees across the North East of England.</p>

PRINCIPAL DUTIES

1	Produce, implement and deliver a robust project plan to enable achievement of project and programme deliverables within associated timeframes.
2	Ensure the project is compliant and delivered to ensure maximum positive impact for the region, employers, employees and individuals.
3	Undertake appropriate checks, audits and evaluations to maximise eligible spend and appropriate use of ESF allocated resources to meet the needs of stakeholders across the North East.
4	Ensure all ESF claims and project monitoring returns are completed accurately, appropriately and on time.
5	Develop a culture of project management and delivery expertise to ensure outputs are achieved.
6	Collaborate with SLT, colleagues and curriculum teams to ensure appropriate delivery and quality of project.
7	Prepare reports, papers and presentations to SLT and project owners and stakeholders.
8	Represent UCQ at external and internal ESF meetings.

MAIN DUTIES

1	Line manage the ESF administrator providing guidance, support and mentoring.
2	Liaise and work with colleagues, partners, employers and other stakeholders and learners across the project.
3	Ensure effective project planning, forecasting and resourcing.
4	Ensure full completion and compliance of all required ESF documentation.
5	Prepare and submit monthly returns to project owner.
6	Maintain robust and accurate records of participation and outputs.
7	Analyse data and prepare reports to SLT and project owners.
8	Contribute to marketing resources and campaigns, as required, to promote the project and support recruitment across the region.
9	Schedule and lead ESF meetings across the organisation.
10	Respond to SLT and project owner queries and concerns
11	Actively contribute to organisational KPIs.
12	Support the development of UCQ by being innovative and target driven.
13	<i>Health and Safety</i> – undertake Health and Safety vetting of employer premises.
14	<i>Equality and Diversity</i> – actively support and implement the UCQ's Equal Opportunities policies.
15	<i>Safeguarding</i> – work to promote and apply UCQ's safeguarding and safer recruitment policies
16	<i>Information Security</i> – to abide by the UCQ Data & Privacy Policy and to ensure that the principles of information security are adhered to at all times
17	To participate in any internal/external <i>CPD</i> appropriate for the role and to ensure occupational updating and personal development.
18	To provide any other duties commensurate to the role.
19	To work in accordance with UCQ Core Values.

PERSON SPECIFICATION: Business Development Manager	Essential (E) Desirable (D)	Assessed By: Application (A) Interview (I) Presentation (P) Task (T)
<u>Qualifications</u>		
Project Management Qualification (or equivalent)	E	A I
Literacy/Numeracy at Level 2 as minimum	E	A I
Degree	E	A I
<u>Experience</u>		
Significant experience of effective project management and meeting project outputs	E	A I
Experience and strong understanding of European Social Funds (ESF) funding and compliance	E	A I
Proven ability to successfully negotiate and influence.	E	A I
Proven record of exceeding challenging performance targets and timescales	E	A I
Strong administrative skills with a focus on accurate documentation (to be compliant with EU regulations).	E	A I
Understanding of work-based learning programmes including funding rules/regulations	D	A I
Knowledge, skills and aptitude:		
A clear understanding of North East economic priority sectors including Manufacturing, Construction, Warehousing/Storage, and Logistics	E	A I
Ability to manage within pre-determined budgets and timescales.	E	A I
Ability to establish effective working relationships with staff and external stakeholders at senior and operational levels.	E	A I
Excellent interpersonal, communication and negotiation skills.	E	A I
A high degree of motivation to succeed and ability to motivate and inspire others.	E	A I

PERSON SPECIFICATION: Business Development Manager	Essential (E) Desirable (D)	Assessed By: Application (A) Interview (I) Presentation (P) Task (T)
The ability to record, analyse, interpret and report data with minimal error.	E	A I
Good presentation skills	E	A I
Ability to use ICT effectively i.e. Microsoft Office applications including Excel, Word, calendars and Powerpoint.	E	A I
Flexibility, stamina and reliability to work under pressure and to meet tight project deadlines.	E	A I
Ability to work effectively both as part of a busy team and independently	E	A I
A proactive approach to UCQ Health and Safety matters wherever and whenever applicable.	E	A I
UCQ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment therefore the candidate should have a clear understanding and commitment to Safeguarding.	E	A I
Other:		
Full UK Driving Licence and access to transport.	E	A
Willingness to travel across the region	E	A

I acknowledge receipt of the above Job Description, detailing the duties and responsibilities of this post and confirm my acceptance of them.

Signature: **Date:**

Print name: