

JOB DESCRIPTION

JOB TITLE:	Project Officer (Future Bright)
MANAGED BY:	Project Manager - People and Skills
GRADE:	9 (£34,788 - £37,849)

BACKGROUND

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership (LEP).

Future Bright is based within WECA's Business and Skills Directorate and is an employment support programme. The programme offers free career coaching, training and support helping eligible residents to progress their careers. It forms an important part of WECA's Employment and Skills Plan.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invites applicants to contact us to identify any additional support they may need during the recruitment process.

PURPOSE OF THE JOB

The Future bright Project Officer role is a new appointment to the Business and Skills Directorate at WECA.

Reporting to and working with the Project Manager for Future Bright, the Project Officer will be key to helping to deliver this successful and impactful programme. Under the guidance of the project manager the post holder will work closely with colleagues in each of the 3 local delivery teams providing central support to deliver the Future Bright programme.

Key to the role will be the forming and building on established relationships with both internal and external stakeholders. Influencing skills will be crucial to ensure that delivery teams adhere to the governance and reporting requirements of the programme.

The post holder will be required to take a systematic approach to:

- further develop partnerships and networks;
- generate referrals with current partners and networks;
- identify and establish new opportunities for referrals into the programme and
- support suitable onward referral routes for participants

in order to support the programme to meet targets and delivery expectations.

In addition to liaising with and building relationships with delivery partners and stakeholders the post holder will also work closely with the WECA Communications Team to collect and maintain material that can be used to communicate and further publicise the programme and its achievements.

The post holder will therefore need to be highly organised, have an ability to multi-task and prioritise and be a self-starter in order to develop, implement and lead on these aspects of the services' good foundation for the programme to move forward.

KEY RESPONSIBILITIES

- Build on relationships with partners and external stakeholders, including local authorities and DWP, and use influencing skills in order to ensure successful programme development and delivery.
- Work with the Project Manager and Communications Team to promote and raise awareness of the programme including briefings and events with external stakeholders and target key client groups through a variety of platforms.
- Work with the internal Finance, Grant Management and Assurance team, tracking spend and grants paid against performance to ensure accurate and up to date records are maintained, leading on any associated audit requirements.
- Prepare reports, briefings, visualisations, graphics and presentations for a range of stakeholders, both internal and external, on Future Bright's delivery and progress.

- Manage and operate the systems and methods for collecting outcomes and outputs of the programme, liaising with delivery partners and using influencing skills if needed, to ensure that the programme's reporting requirements are adhered to and submitted on time and accurately.
- Act as first point of contact for Future Bright, dealing with enquiries and problem solving for the delivery teams, funders, project partners, residents and other internal and external stakeholders and the liaison with the database provider for system support and administration including the maintenance of the systems and relevant training for staff.
- Lead on the amalgamation of delivery partners progress reports, case studies and narrative across the programme, producing summaries and reports to provide to Government and other key stakeholders and which can be used to support the wider programme evaluation.
- Provide general project management including helping to contribute to the development, maintenance and monitoring of the programme risk register, issues log, action planning, research and future bid preparation etc.
- Deputise for the Project Manager as and when necessary and appropriate and undertake other such duties and responsibilities as may be allocated from time to time by your line manager to ensure successful project delivery.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- General knowledge of the skills environment as it applies to the West of England and the needs of residents in relation to skills and workforce development.
 - Local and national policy relating to employment and skills and in particular those related to this type of service and any emerging strategies.
 - Regional and National strategic priorities.
- Graduate qualification and/or equivalent experience.

Experience

- Working within the skills system, as part of a publicly funded programme, or similar and/or experience of working with individuals and businesses on employment support programmes.
- Working with, supporting and influencing a wide range of stakeholders both internal and external to an organisation to ensure a project or programme's successful delivery.

- Leading on and managing the development of management information systems to record programme or project performance which is then used to produce a variety of reports for a wide range of stakeholders both internal and external to the organisation.
- Working with internal teams and directing them on the establishment of systems and processes required to accurately monitor and track financial and/or performance
- Analysing data to inform decision making, in particular performance and progress of projects against financial spend.

Skills and Competencies

- Able to represent WECA effectively with external stakeholders and build strong working relationships.
- Proactive with the ability to use initiative and work independently without close supervision or direction but also work as part of a small team or collaboratively with other teams.
- Sound negotiating and influencing skills.
- Excellent organisational and prioritisation skills.
- Strong communication skills, written and verbal.
- Able to assimilate information quickly and accurately with strong attention to detail.
- Ability and confidence to constructively challenge the status quo.
- Problem solving and analytical skills.
- Computer literate with the capability to use a CRM system and range of other ICT applications that support planning, delivering and monitoring outcomes demonstrating the ability to handle and process computerised information using agreed data sharing, security and confidentiality protocols.
- Full driver's licence and/or ability to travel to multiple venues across the area.

DESIRABLE

- Understanding of West of England Combined Authority and Local Enterprise Partnership.
- General understanding of project management principles.
- Awareness of GDPR and Freedom of Information requirements.
- An understanding of public funding and related regulations/legislation.
- Experience of working within a political environment.

REWARDS AND BENEFITS

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata.
- Auto-enrolment into the Avon Pension Fund.
- Cycle to work scheme and secure bike parking.
- Free eye tests for all display screen equipment (DSE) users.
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.