

## JOB DESCRIPTION

- Post:** ESF Project Manager and Curriculum Area Lead – Meeting Smart Specialisation Needs through Higher Level Skills
- Responsible to:** Programme Team Leader – Higher Education
- Salary:** £39,315 per annum  
Scale Point D14  
Full Time, Fixed Term until 31<sup>st</sup> August 2023  
This post is part-funded by the European Social Fund
- Conditions of Service:** Truro and Penwith College Conditions of Service.
- Main Purpose of Job:** To take responsibility for the delivery and project management for the ESF Smart Specialisation Skills Innovation and Placements and to oversee the curriculum development of Cornwall Space and Aerospace Technology Training (CSATT) programme in response to local business need.
- To collaborate with business participants across Cornwall and the Isles of Scilly to co-develop and pilot Smart Specialisation skills provision, with a specific focus on Space and Aerospace.
- To operate in a way which is cost effective and promotes synergy with mainstream provision.
- Specific Duties:** To oversee the overall management and performance of the Cornwall Space and Aerospace Technology Training component of the ESF Smart Specialisation Skills Innovation and Placements project, which will be led by the University of Exeter and delivered by a partnership of five universities and colleges including Truro and Penwith College.
- To manage the Truro and Penwith College project delivery team and co-ordinate the institution's delivery of the Cornwall Space and Aerospace Technology Training programme component of the ESF Smart Specialisation Skills Innovation and Placements project.
- To maintain ongoing dialogue with the Lead Partner and key external strategic partners to inform the successful and compliant delivery of the Smart Specialisation Skills Innovation and Placements project.
- To engage with and support employers, diagnose and identify needs and skills gaps and ensure that these are met resulting in an appropriately qualified workforce.
- To design and implement a Smart Specialisation Skills programmes for Space and Aerospace that meet the needs and aspirations of businesses within the relevant sectors.
- To pilot the delivery of new provision and provide learning support for candidates who engage in the programme

To liaise with delivery partner teams and institutional colleagues, including Finance and Management Information, to monitor compliance, quality, performance and impact.

To maintain claim deadlines and provide regular updates on the performance of the Smart Specialisation Skills Innovation and Placements project to the European Projects.

To convene and chair a multi-partner Steering Group for Space and Aerospace, which will inform and direct project activities and respond to any issues with performance or capacity.

To take responsibility for the accuracy and appropriate storage of project documentation and instigate any necessary remedial actions.

Project planning and control for institutional delivery to include:

- Managing and maintaining a detailed project plan.
- Managing, forecasting and analysis of project deliverables against the project plan.
- Quality assurance and compliance checks
- Documenting, managing and communicating project-related issues and risks to the European Projects Manager.
- Implementing and overseeing internal processes and procedures whilst maintaining audit compliance

Work with the European Projects Manager to define development areas and establish project priorities in relation to the ESF Smart Specialisation Skills Innovation and Placements project.

Liaise with the Curriculum Area Leads to organise and coordinate activities including employer forums, curriculum co-design sessions and student placements and fully evaluate all project activity

Complete comprehensive project documentation, in accordance with ESF audit requirements, with identified eligible businesses and provide a high quality of service to project participants.

Ensure all key teams are kept informed of project development/progress and understand their role in achieving project outputs and completing compliant project paperwork.

Identify initiatives to ensure that the project profile is met and that all risk is managed.

Maintain appropriate records, e.g. CRM, monthly project reports, employer feedback and learner progressions as directed.

Build ongoing effective relationships with external organisations as identified and represent the College at Operational group meetings and internal meetings as requested.

Work with the European Project Manager to identify future project priorities which maximise opportunities.

**General  
Requirement:**

As a member of staff the postholder will be required to further the agreed aims of the College by participating fully in the following.

To participate in the scheme for appraisal and review of performance adopted by the College.

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

Truro and Penwith College is a dynamic institution, which will continue to go through a period of rapid growth and development.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Anyone applying for jobs with children, young people or vulnerable adults need to be ISA registered otherwise they cannot be engaged. If you apply for a job with children, young people or vulnerable adults when you know you are on a barred list you could be fined or face a prison sentence.

## PERSON SPECIFICATION

### **ESF Project Manager and Curriculum Area Lead – Meeting Smart Specialisation Needs through Higher Level Skills**

Ideally, the person appointed will have the following skills and experience:

#### Essential

- Proven track record in successful operational project delivery and management, preferably on an ESIF project
- Proven experience in effective partnership working and establishing successful relationships with both internal colleagues and external partners.
- A post-graduate degree or equivalent professional qualification.
- Specialist and substantial subject knowledge of Space and Aerospace.
- Experience of business engagement activities and an understanding of the business landscape and Smart Specialisation strategy for Cornwall and the Isles of Scilly.
- Knowledge of curriculum development and teaching and learning strategies.
- Understanding of skills provision, including both academic and vocational pathways
- Evidence of leadership attributes and experience of supervising teams
- A recognised Project Management qualification or working towards
- Ability to plan, organise, prioritise and work under pressure in a complex environment
- Self-motivated and personable; capable of working as a team player and independently
- Excellent communicator (written, oral and presentation skills), with good analytical, diagnostic, negotiation and problem solving skills
- Keen attention to detail and experience of conducting quality assurance and compliance checks.
- Used to working to targets and to tight deadlines
- Experienced in projecting and forecasting against outputs and ability to manage a budget and secure value for money
- Experienced in using data systems, Microsoft Office and CRM with excellent IT skills
- Willing to travel throughout Cornwall, with access to own transport and a full driving licence
- Willingness to work in a customer-focused manner with a solutions based approach
- Ability to create and maintain effective processes, procedures, records and systems

Desirable

- A formal teaching qualification or HEA Fellowship
- Proven track record of understanding and delivering at least one of the following: ESF Objective 1, Convergence or Growth Programme; Direct Projects, Co-finance projects; Government funded Adult training including Apprenticeships

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.