JOB DESCRIPTION

Post: ESF Project Coordinator
Cornwall Skills Programme

Responsible to: European Projects Manager (EPM)

Salary: £27,186

Full Time
Fixed term until 31 March 2018

Conditions of Service: Truro and Penwith College Conditions of Service.

Main Purpose of Job: To coordinate all project activity relating to ESF Cornwall Skills Programme (Individuals in the workforce and Business Sector Led) ensuring successful delivery of participant targets and outputs. To operate in a way which is cost effective and promotes synergy with mainstream provision.

Specific Duties: Project planning and control to include:

- Manage and maintain a detailed project plan.
- Manage, forecast and analyse project deliverables against the project plan.
- Oversee quality outputs - ensure all learner paperwork is compliant and quality assured.
- Monitor and report on project progress and performance
- Document, manage and communicate to the EPM project-related issues and risks.
- Provide monthly narrative and status report to the EPM.
- Recommend, implement and oversee processes and procedures whilst maintaining audit compliance

Work with the EPM to define development areas and establish project priorities in relation to the ESF Cornwall Skills Programme.

Work alongside internal teams: Business and Professional, Part Time courses, MIS, in order to deliver the required outputs for the project whilst meeting appropriate audit / contract requirements.

Ensure that all key teams (e.g. Business and Professional, Part-time courses, MIS) are kept informed on project development/progress and understand their role in achieving project outputs.

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

Support the EPM / relevant departments with the implementation of contact strategies, marketing and operational activities which link to the attainment of project targets.

Support internal teams by helping to identify new areas for course development and progression pathways.
Organise / coordinate and provide guidance on College activities and events that focus on raising the awareness of the projects and promote project recruitment.

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

Build ongoing effective relationships with internal departments and external organisations as identified.

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

Cornwall Skills Programme Project Coordinator

**Essential**

- Proven track record in successful operational project / programme delivery, preferably on an ESF co-financed project
- 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
- Strong communicator (written, oral and presentation skills), within technical, commercial and educational environments, with good analytical, diagnostic and problem solving skills
- Used to working to targets and to tight deadlines
- Experienced in projecting and forecasting against outputs and working towards projected income
- Experienced in using data systems, Microsoft Office and CRM with excellent IT skills
- Excellent interpersonal and communication skills; must be able to engage with people at all levels
- Willing to travel throughout Cornwall, with access to own transport and a full driving licence
- Willingness to work in a client-centred way with a solutions based approach
- Ability to create and maintain effective processes, procedures, records and systems

**Desirable**

- Proven track record of understanding and delivering at least one of the following: ESF Objective 1 or Convergence; Direct Projects, Co-finance projects; Jobcentre Plus contracts; Government funded Adult training including Apprenticeships
- Qualification / accreditation / membership of one or more of the following: Degree level qualification or L4+ equivalent; Management, Customer Service, Information, Advice & Guidance; Institute of leadership and Management.
- Understanding of adult training and development

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.