

## **North East Local Enterprise Partnership**

### **Job Description**

**Job Title:** ESIF Programme Manager  
**Service:** North East Local Enterprise Partnership  
**Responsible to:** Chief Operating Officer  
**Salary band:** NECA Grade 11 £42,140 - £42,957  
**Host Employer:** North East Combined Authority

#### **1. Primary Purpose**

- 1.1 Working with partners, lead on raising awareness of the 2014-2020 ESIF Programmes across the North East and oversee the development and management a robust pipeline of ESIF projects that will support the delivery of the ESIF Operational Programmes, the North East ESIF Strategy and Strategic Economic Plan
- 1.2 Working with the NE TA Team, be responsible for ESIF claims under the North East Technical Assistance project

#### **2. Principal Responsibilities**

- 2.1 Work collaboratively with the NE TA team and Managing Authorities to promote the launch of ESIF Calls
- 2.2 Develop and nurture excellent working relationships with a wide range partners and stakeholders from multi-disciplinary backgrounds to ensure effective communication of ESIF Strategy and ESIF Open Calls, maximising participation in the Programme
- 2.3 Raise awareness of the ESIF Programmes by leading on issuing regional e-newsletters, undertaking workshops and updating the North East LEP / NECA websites
- 2.4 Ensure a coordinated partnership approach to the provision of project development support across the North East LEP area at outline stage: to include one-to-one, specialist advice and guidance to ensure compliance with the ESIF Operational Programmes, and Strategic Economic Plan strategic fit/ alignment advice, from outline proceeding to full application.
- 2.5 Ensure a coordinated partnership approach to the development of a robust pipeline of strategic ESIF projects that will support the delivery of the ESIF Operational Programmes, the North East ESIF Strategy and the North East Strategic Economic Plan
- 2.6 Provide continued advisory support for projects passing the outline application stage

and moving to the full application stage; ensuring compliance issues such as record keeping, monitoring, audit/audit preparation, etc. are met.

- 2.7 Provide support at a beneficiary level to support applications for Local Action Groups (LAG) for the development of the Community- Led Local development (CLLD) strategies
- 2.8 Lead on setting up the sharing and dissemination of good practice across the North East on matters relating to ESIF; to include the development of Q&A and FAQs, guidance on how to set up and run a successful project.
- 2.9 Working in partnership with the NE-TA Team to provide advice to the ESIF sub-committee and other related groups
- 2.10 Represent the North East area at national level on ESIF related matters
- 2.11 Working with the NE TA Team, have responsibility, cradle to grave, for the North East Technical Assistance project; including the submission of compliant ESIF claims, meeting targets, meeting audit requirements, etc
- 2.12 Manage allocated staff as appropriate.
- 2.13 To carry out any other duties deemed appropriate for and on behalf of the North East Local Enterprise Partnership within the scope of the North East Technical Assistance project.