

North East Local Enterprise Partnership

Job Description

Job Title: Programme Management Assistant

Service: North East Local Enterprise Partnership

Responsible to: Business Growth Programme Manager

Salary band: NECA Grade 8 £26,470 to £29,909

Host Employer: North East Combined Authority

1. Primary Purpose

1.1 To provide administrative and organisational support to the North East Local Enterprise Partnership business growth programme in order to facilitate the delivery of the North East Strategic Economic Plan.

1.2 To provide data management and analytical support to key business growth programmes and projects within the North East Strategic Economic Plan.

1.3 To help provide documentation and service the North East Local Enterprise Partnership Board and the Business Growth Sub Board.

1.4 To create and maintain effective and positive relationships with LEP partners and stakeholders.

2. Principal Responsibilities

2.1 To provide administrative support to the North East Local Enterprise Partnership team to deliver the North East Strategic Economic Plan.

2.2 To provide administrative support to programmes and projects to deliver the North East Strategic Economic Plan. Responsibilities include: Supporting the team with daily clerical tasks; planning meetings and providing administrative, logistics and technical support; making travel arrangements for members of the team; managing stakeholder relationships and responding to external requests for information; developing and managing programme processes and procedures; assisting financial management support and providing budget reports; maintaining an up-to-date risk register for the business growth programme.

2.3 To support the delivery of the business growth programme and associated projects through the administration, management and analysis of programme and project data and by monitoring and tracking performance and delivery across all aspects of the business growth programme. Responsibilities include: administration of the North East Local Enterprise Partnership's Customer Relationship Management system with data entry and reporting as required; managing business and programme data, creating and managing associated spreadsheets and presentations, and providing statistical reports; undertaking business information research activities and due diligence checks.

2.4 To support effective governance of the business growth programme including meeting administration and organisation, Sub Board member induction and business growth team planning activities.

2.5 To undertake research activities to support project development including for bid writing, delegated decisions and project evaluation activity.

2.6 To provide support for external meetings and events associated with the business growth programme, pre- and post-meeting/event and including securing, managing and liaising with speakers and collating and analysing qualitative and quantitative feedback.

2.6 To carry out any other duties deemed appropriate for and on behalf of the North East Local Enterprise Partnership Board and business growth team.

3. Key Accountabilities

3.1 To work towards achieving the ambitions set out in the North East Strategic Economic Plan.

3.2 To provide effective programme management support to and documentation for the business growth programme to facilitate the delivery of the North East Strategic Economic Plan.

3.3 To enable the delivery of Growth Hub Online and the Growth through Mentoring and Growth Hub Connect programmes.

3.4 To build and maintain effective relationships on behalf of the North East Local Enterprise Partnership Board, with national, regional and local partners.