

JOB DESCRIPTION

Job Title:	Project Co-ordinator
Grade:	Grade E
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	Business Development Unit
Accountable to:	Project Manager

Job Purpose

To coordinate a diverse range of external funding programmes in line with maximising income and contribution.

Key Result Areas

1. To identify and co-ordinate a range of sub-contractors and partners working across a range of funded programmes including European Social Fund (ESF), DWP programmes (DWP), Adult Education Budget (AEB), Apprenticeships & Traineeships.
2. To assist in the coordination and management of the contracts for all current sub-contractors, partners and internal schools to ensure all targets are met thereby maximising project income and contribution.
3. To co-ordinate the preparation and distribution of nominated subcontractor and partner contracts ensuring contracts are sent out and received back by the College and all variations are managed in a timely and effective manner.
4. To liaise with partners, subcontractors to ensure that all data and documentation returns are submitted in an accurate and timely manner.

This post is part funded through the European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England.

5. To coordinate and maintain accurate data and information through a range of data systems, data collection mechanism and reporting tools to produce timely management reports and data analysis for team managers.
6. To develop and coordinate a claims management process to ensure the accurate and timely submission of project claims.
7. To develop a compliance audit timetable ensuring all funded partners and subcontractors are subject to regular compliance auditing.
8. To coordinate and undertake partnership and subcontractor monitoring and review visits and performance reviews.
9. To produce management reports and data analysis.
10. To be responsible for supervising one or more administrative staff providing support task allocation, target setting and undertaking appraisals.
11. To liaise with key stakeholders including Local Authorities, Combined Authorities, Jobcentres, Careers Service, ESFA, DWP etc when required to support the activity of the department.
12. To coordinate with key internal departments including Compliance, Quality, CIS and Finance to ensure effective co-operation on matters associated with the effective delivery of the programmes.
13. To supervise the collation of due diligence documentation for nominated subcontractors.
14. To support the completion of e-tendering requests for Pre-Qualification Questionnaires/ Invitations to Tender.
15. To liaise and co-ordinate with the Colleges Quality Department in ensuring that all delivery activity is monitored and appropriate timescales and standards are met.
16. To ensure the College adheres to requests set out by the Education Skills Funding Agency, Department of Work and Pensions, Combined Authorities and other funding bodies
17. To work alongside the Department Managers to collate information for future bids.
18. Coordinating and monitoring Partner Information Files (PIF) to ensure all partners due diligence is up-to-date and all relevant Credit Checks and Health and Safety processes are in place.

- 19.To support the development and implementation of key policies and procedures, ensuring currency relating to each secured funding stream.
- 20.To co-ordinate and participate in events including job fairs, careers events, college marketing events and fairs and work with other external organisations to promote college activities to a wider audience.
- 21.To identify and work with employers/learners to meet the colleges contract requirements and employer demands.
22. To promote equal opportunities and the recognition of diversity.
- 23.To identify and work with employers/learners to meet the colleges contract requirements and employer demands.
24. To promote equal opportunities and the recognition of diversity.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

PERSON SPECIFICATION

Job Title: Project Co-Ordinator

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / OLevel, Grade C or above) or equivalent	1	✓	
5 GCSE/O Levels(incl Maths & English)grade C or above	1	✓	
Proven track record of working with partners on ESF and other provision	1	✓	
Experience of working in a target driven environment and knowledge of how these targets effect the College	1, 2	✓	
To produce and analyse data reports	1	✓	
Understanding of labour market needs within the North East	1, 2		✓
Proven working knowledge of project finances and budgets.	1, 2		✓
Demonstrate working experience of ESF andAEB funding mechanisms	1, 2		✓
Commitment to continuing professional development (which can be evidenced and monitored)	1, 2, 3	✓	
Skills		Essential	Desirable
Proven effective communication and presentation skills	1, 2, 3	✓	
Good organisational and administrative ability skills	2, 3	✓	
Ability to work in a timely and effective manner	2, 3	✓	
Ability to lead activities, support individual clients and/or team developments	1, 2, 3	✓	
Strong IT skills including MS Word & Excel	1, 2, 3	✓	

Proven track record of successful support and action planning	1	✓	
Ability to work collaboratively within the working environment	1, 2, 3	✓	
Personal and professional integrity	2, 3	✓	
Suitable to work with young people and vulnerable adults	1	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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