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| **Job Description** |
| **Post title** | **DurhamWorks Futures Project Manager** |
| **JE Reference No** | N11100 |
| **Grade** | G11 |
| **Service** | Children and Young People |
| **Service Area** | Progression and Learning |
| **Reporting to** | Progression Manager |
| **Location** | You will be based in a locality within County Durham. However, you may be required to work at any Durham County Council location, according to the needs of the service and your work will involve visiting various other settings in the county and surrounding travel to work area. |
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| **DBS** | This post is not subject to a disclosure |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
| **Contract** | This post is permanent and funded until Dec 2023. |

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| **Description of role** |

The post holder will:

* Lead a team of Job Coaches, to ensure participants on DurhamWorks Futures receive a high-quality service and are engaged and supported into suitable and sustainable employment opportunities.
* Manage the delivery of the DurhamWorks Futures project, ensuring funding is maximised and that there is compliance with all project, data and audit requirements.

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| **Duties and responsibilities** |

* Manage the development, implementation and evaluation of the DurhamWorks Futures project. This will be achieved through developing highly effective working relationships with the management team in Progression and Learning, the funder, other Durham County Council colleagues and a range of partner organisations.
* To lead and provide line management to a team of Job Coaches, ensuring the delivery of high quality information, advice, guidance and support for identified young people.
* Monitor and manage the performance of the Job Coaches, supporting and advising on best practice and the ability to meet targets.
* Ensure continuous improvement and identify workforce development needs of Job Coaches and liaise with colleagues, as appropriate, to ensure those needs are met.
* To identify and regularly review caseloads for Job Coaches.
* To ensure client records are accurately maintained and updated, in order to contribute to accurate Management Information.
* Adopt a culture of involving participants in service design and development.
* To support and guide Job Coaches to utilise local employer networks in order to identify appropriate employers to create and secure both paid and unpaid opportunities;
* Work with the funder and project partners to develop, implement and monitor the evaluation framework.
* Develop, implement and monitor the project plan to ensure the timely and effective delivery of the project.
* Undertake analysis of performance and present monthly reports to senior managers with clear recommendations for improvement and areas of risk.
* Monitor the budget monthly to ensure that delivery is taking place within budget and identify and flag areas of risk to senior managers.
* Establish and manage the governance groups to oversee project development and implementation.
* Ensure the effective communication of project development and implementation through proactive marketing, written reports and presentations for example.
* Ensure effective safeguarding and child protection arrangements, in line with Durham County Council policy and guidelines.
* Be committed to professional self-development, making full use of training and development opportunities identified through PDR.

The above is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Progression Co-ordinator.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Educated to Degree Level and/or an equivalent relevant professional qualification and/or able to demonstrate extensive relevant experience.
* Level 3 qualification in Advice and Guidance.
 | * Level 4 qualification in Advice and Guidance
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| Experience | * Extensive experience of working with young people in identified vulnerable groups.
* Proven track record of working effectively with partner agencies such as statutory and voluntary sectors to improve outcomes for young people.
* Extensive experience of planning, developing, implementing and performance managing projects.
* Experience of meeting targets and working to tight deadlines
* Experience of data analysis and working with Management Information Systems to identify areas for improvement.
* Experience of working with and supporting employers to create job opportunities.
* Experience of leading, developing and managing teams.
* Experience of managing multiple strands of activity.
* Experience of project evaluation.
 | * Experience of successfully bidding for, developing and implementing externally funded projects.
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| Skills & Knowledge | * Knowledge of the challenges faced by young people who are NEET in looking to progress into employment, education or training.
* Ability to manage and supervise staff and to develop a strong team ethic.
* Data analysis and ICT skills including the use of Outlook, Teams and Microsoft Office.
* Planning and organisational skills, including report writing.
* Excellent presentation, verbal and written skills.
* Ability to adapt priorities to meet internal/external demands.
* A strong team player, able to relate well and quickly to other team members and senior people from other organisations.
* Proven ability to work with a wide range of stakeholders including partner organisations.
* Ability to resolve conflict and effect change.
* Ability to analyse data and work with Management Information Systems to identify areas for improvement.
* Ability to work to deadlines and exact standards with a strong focus on completing and finishing.
* Ability to work accurately and effectively under pressure.
* Knowledge of evaluation models.
* Excellent interpersonal skills.
* Ability to influence / negotiate.
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| Personal Qualities | * Has drive, enthusiasm, resilience and a flexible approach to work.
* Proactive and achievement orientated.
* Thinks through issues systematically, using the evidence available and applying sound judgement to make decisions and recommendations.
* Communicates with impact and skilful influencing, to bring about changes in practice.
* Self-motivated and able to work unsupervised.
* Able to enthuse and motivate others.
* Conscientious, responsible and professional approach to work.
* Capable of working under pressure and to tight deadlines.
* Flexible approach to working across the LA geography. Access to car or means of mobility support (if driving, must hold a full current UK driving licence and appropriate insurance).
* Open to change and committed to innovative development.
* Holds high aspirations for young people/young adults.
* Access to car or means of mobility support (if driving, must hold a full current UK driving licence and appropriate insurance).
* Willingness to occasionally work unsocial hours as required, including evenings and weekends.
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