



## GBSLEP outline role description and person specification

### Job Title

ESF Project Manager

### Salary Band

£36,460 – £44,734

### Grade 5

### LOCATION

GBSLEP Skills Hub/GBSLEP Offices

### REPORTS TO

The GBSLEP Growth Hub Manager (Skills, Training and Apprenticeships)

### JOB OVERVIEW

We are now seeking the expert staff needed to ensure the successful delivery of two ESF projects, heading these appointments up will be a **GBSLEP ESF Project Manager** to oversee both projects from the development and implementation phase to their successful conclusion in December 2023.

**This role** will be responsible for the development, operation, and compliant management of two new ESF projects in GBSLEP until December 2023. One project involves the delivery of skills, training, apprenticeship and inspiration support to SME's via the ESF Skills Hub contract and the second ESF project provides a 'jobs fund / wage incentive' for employers (particularly SME's) to create new job roles / apprenticeships and to recruit young people from Birmingham and Solihull who are Not in Employment, Education or Training (NEET) into their workforce for at least 12 months employment. The role will be responsible for the 'safe management' of the ESF contracts with the Managing Authority, so would have responsibility for overseeing effective ESF delivery, project outputs and results, finance, compliance, and evaluation.

### An overview of this key role includes:

- To develop, deliver and manage the two new key GBSLEP European Social Fund projects: GBSLEP Skills Hub and Greater Birmingham and Solihull Young Persons' Jobs Fund (GBSYPJF)
- To work closely with the GBSLEP Skills and Apprenticeship Hub Manager to ensure these projects are compliant and delivered to ensure maximum positive impact for Greater Birmingham and Solihull businesses, communities and (where appropriate) individuals.

- To develop a culture of project management and delivery expertise, in relation to these two ESF proposals, across all GBSLEP Skills and Apprenticeship Hub activity that ensures fully eligible delivery and maximum positive impact.
- To ensure that all the project and programme delivery requirements of DWP and GBSLEP are adhered to and all associated timeframes and deadlines met.
- To ensure that the GBSLEP Skills and Apprenticeship Hub Manager is provided with expert European Social Fund advice and support that ensures the successful delivery of these two key ESF projects and the broader delivery of Skills and Apprenticeship Hub and GBSLEP Skills targets, aims and objectives.
- To engage with other teams within the LEP and partners to ensure the appropriate delivery of these ESF projects and the associated strategic objectives.
- To provide policy, professional and executive support to the LEP Board and its sub boards
- To develop innovative approaches to ESF supported apprenticeship and skills delivery and management to meet employer needs
- To develop a business focused and led model of ESF apprenticeship and skills delivery across the GBSLEP area
- To ensure maximum eligible spend and appropriate use of ESF allocated resources to meet business, community and individual needs and key sector priorities across the GBSLEP area.

#### **LINE MANAGEMENT SCOPE**

- Claims and Compliance Officer
- Finance Officer
- 2x Jobs Fund Support Brokers
- Matrix Management of the team of 3 Skills Advisors and 2 Apprenticeship Advisors with the GBSLEP Growth Hub Manager (Skills, Training and Apprenticeships)

#### **RESPONSIBILITIES AND DUTIES**

- To produce, implement and monitor a project and action plan for the two ESF projects in GBSLEP, as part of the overall business plan, to achieve relevant ESF targets and thereby deliver an appropriate and effective project outcome for GBSLEP and for the ESF Managing Authority.
- Support the work of the Skills and Apprenticeship Hub Manager in the explicit delivery of the GBSLEP ESF projects: GBSLEP Skills Hub and Greater Birmingham and Solihull Young Persons' Jobs Fund (GBSYPJF).
- Ensure the two ESF projects are ESF compliant and all spend associated with the projects is ESF eligible.
- Ensure that all ESF claims and project monitoring returns are completed appropriately and submitted on time.
- Work closely with appropriate colleagues in the Skills and Apprenticeship Hub and GBSLEP Teams (Skills, Finance etc.) to ensure the project is delivered appropriately and eligibly and maximises impact in line with GBSLEP and broader strategic requirements.

- Matrix manage and develop the team of Advisors staff within the GBSLEP Skills and Apprenticeship Hub.
- Develop strategic delivery elements within the two ESF projects to ensure the impact of the projects are maximised to best meet the needs of local businesses, communities, and individuals.
- Carry out appropriate checks, audits, and evaluations, to ensure the two projects are delivering successfully.
- Write and present papers and reports on the performance and impact of the GBSLEP ESF projects to appropriate audiences – including Boards, Steering Groups, and partners.
- Ensure that the projects continuously meet the aims, objectives, and targets of the ESF programme and GBSLEP.
- Ensure and monitor the correlation between ESF skills interventions and growth.
- Ensure the GBSLEP Skills and Apprenticeship Hub ESF activity helps meet the overall GBSLEP skills targets
- Ensure that ESF apprenticeship and skills promotional activities are scheduled, delivered, and evaluated to meet the needs of businesses.
- Ensure that European Social Fund external requirements are complied with from a funding perspective.
- Ensure quality levels of business support are delivered and maintained.
- Work with the GBSLEP Skills and Apprenticeship Hub Manager to establish a rigorous approach to monitor and assess the impact of the Hub.
- Support the deployment of LEP ESF funding in accordance with the LEP's finance and procurement policy and rules of ESF grant - securing high quality legal and technical advice as required.
- Advise on GBSLEP Skills and Apprenticeship Hub commissioning activities including events management.
- Represent GBSLEP at apprenticeship and skills events, committees and steering groups as required.
- Undertake other duties that may reasonably be required from time to time commensurate with the grade.

**THIS ROLE IS PART-FUNDED BY EUROPEAN SOCIAL FUNDS (ESF)**

**PERSON SPECIFICATION**

Personal Attributes required	Essential (E) or Desirable (D)	Method of Assessment AF = Application Form; I = Interview T=Test C = Certificate
<b>Knowledge</b>	<p>Knowledge and understanding of apprenticeship and skills policy, processes, and funding as well as associated qualifications (E)</p> <p>Understanding of Local Enterprise Partnerships (LEPs) and other strategic bodies. (E)</p> <p>Strong understanding of ESF compliance and other funding regimes (D)</p> <p>Understanding of the issues faced by businesses, especially in the West Midlands, as an economic consequence of the pandemic and the skills interventions that can alleviate these and create future growth. (D)</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p>
<b>Qualifications / memberships</b>	<p>Degree in relevant discipline or equivalent or substantial experience in related field. (E)</p> <p>Significant knowledge of project or programme management, particularly in a public sector funding environment (E) and European Social Funding (D)</p> <p>Project management qualification (Prince2, APM) (D)</p> <p>Evidence and commitment to continuous personal and professional development. (E)</p>	<p>AF, C</p> <p>AF, C</p> <p>AF, I</p> <p>AF, C</p>
<b>Work experience</b>	<p>At least 2 years' experience of working in an apprenticeship and skills support environment (E)</p>	<p>AF, I</p>
	<p>Extensive experience of successfully developing, delivering, and managing European Social Fund projects of significant size and complexity</p>	<p>AF, I</p>
	<p>Experience of line management, leading and inspiring new teams. (E)</p>	<p>AF, I</p>
	<p>Experience of supporting private sector businesses with skills needs (E)</p>	<p>AF, I</p>
	<p>Experience of inter-agency/organization working (E).</p>	<p>AF, I</p>
	<p>Experience in an advisory/support capacity to senior figures. (E)</p>	<p>AF, I</p>
	<p>Experience of public sector commissioning and grant regimes (D)</p>	<p>AF, I</p>
	<p>Experience of performance management and achieving effective outcomes. (E)</p>	<p>AF, I</p>
	<p>Experience of working to strict deadlines and managing workloads in a demanding and intense environment. (E)</p>	<p>AF, I</p>
<b>Attitude / Behaviours</b>	<p>Ability to maintain productive and collaborative working relationships at senior and operational levels.</p>	<p>AF, I</p>
	<p>Ability to lead and inspire staff</p>	<p>AF, I</p>

	Ability to analyse and interpret complex and varied data and intelligence to prepare clear and concise reports, briefings, and presentations.	AF, I, T
	Ability to manage, co-ordinate and process complex and competing workloads to tight deadlines	I
	Ability to work in a fast paced, busy working environment and to deliver high quality work product therein.	I
	Ability to communicate effectively, both verbally and in written form	AF, I, P
	Ability to professionally represent the LEP at external meetings/events.	I
	Ability to manage within pre-determined budgets and timescales	AF, I
	Ability to work on your own initiative or as part of a team.	AF, I