



ESF Project Co-ordinator

<p>What we value at Westminster Adult Education Service</p>	<p>We are passionate about transforming lives through education and enabling our learners to realise their full potential.</p> <p>We are ambitious for our learners, staff and community, setting aspirational targets and high standards. We aim for excellence in all our teaching and learning.</p> <p>We value our stakeholders particularly our local community and strive to be agile in meeting their needs.</p>
<p>Our culture</p>	<p>We are an open and welcoming service. We create an inclusive learning and working environment for each person, treating everyone fairly and with respect.</p>
<p>Portfolio/responsibilities of this role</p>	<ol style="list-style-type: none"> 1. To ensure that the European Social Fund project is completed to meet learner number and funding allocation 2. To develop links with curriculum to design the project and ensure that appropriate documentation is completed in a timely fashion. 3. To liaise with external partners to ensure project updates are completed in line with submission requests to external funders. 4. To monitor the progress of project completion and provide monitoring reports for different management groups using provided quality tools and frameworks. 5. Design and implement programmes to meet needs of the project, working with internal departments at WAES. 6. To set up and run employability programmes including the tracking and monitoring of learners and overall achievement. 7. To undertake evaluations of learners, employers and other stakeholders and ensure that these contribute to the self assessment process for the department. 8. To liaise with internal key stakeholders at WCC on project status and development. 9. To develop relationships with agencies, employers and other key partners for the benefits of the learners.

	<p>10. To keep up to date with post-16 funding, policy, curriculum and employment developments at a national and local level.</p>
	<p>Budget Responsibilities:</p> <p>Staffing Up to: £0</p> <p>Procurement £0</p> <p>Other: In line with project budget -£800,000 over 3 years</p>
What do we expect this role to achieve?	<p>The success of this role will ensure that:</p> <ol style="list-style-type: none"> 1. Project is managed effectively and reported regularly at key point to different audiences 2. Retention and achievement rates of learners are in line with agreed annual KPIs 3. Recruitment targets are met as per the ESF project requirements 4. Targeted support is identified and followed up in a timely fashion 5. High quality timely returns to project lead on progress 6. Internal quality assurance arrangements are implemented effectively and compliance to systems adhered to 7. External Quality Assurance arrangements identify strong and excellent practice that benefits the learners 8. Curriculum offer is reviewed and refreshed annually and opportunities for growth and development identified 9. High quality teaching, learning and assessment
Band/Salary range	Band 3
Work style	Agile
Your Line manager and team	<p>Head of Department</p> <p>None – Project Management Role</p>
Experience	<ul style="list-style-type: none"> • Previous experience of project managing within a post 16 education environment • Previous experience of involvement with ESF projects. • Relevant experience of curriculum review and development • Demonstrable experience of working as a team player and leading a project.
Skills	<p>The successful candidate will have demonstrable skills and abilities in relation to:</p> <ul style="list-style-type: none"> • Project management • Organisation of workload and time management • Problem solving • Both verbal and written communication • IT, including but not limited to: Office 365 and associated applications.
	<p>Qualifications:</p> <ul style="list-style-type: none"> • Teaching and learning qualification (Desirable) • Degree or professional qualification in a chosen subject relevant to the area (Essential)

	<ul style="list-style-type: none"> • Level 2 English and numeracy (Essential) • IQA or other Assessor/IV qualifications (Desirable)
<p>Corporate standards</p>	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way. We would welcome your ideas on the development of outcome based commissioning models and/or income generation opportunities to help the service receive value for money. • Values and behaviours • Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day to day work.
<p>Additional leadership values and behaviours for managers</p>	<p>People and Service Management (Managing excellent, cost-effective service delivery.</p> <ul style="list-style-type: none"> • Driving forward performance - setting high standards, encouraging improvement and supporting the team to achieve. Having regular team meetings and one to one conversations about performance, including difficult ones when necessary. • Developing our people and our partners - giving people the scope to do well, taking time to understand their strengths and motivations, stretching them and coaching them to achieve. • Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities. Delivering the Medium Term Plan • Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback. • <p>Leadership and Engagement Inspiring the team to deliver the corporate vision, embrace change and develop opportunities.</p> <ul style="list-style-type: none"> • Delivering the corporate vision – developing and communicating a direction for my service which keeps us focused on delivering the priorities of the corporate vision and makes it central to everything we do. • Leading change - being realistic, transparent and clear on the challenges. Communicating the reasons for change and ensuring understanding. Inspiring people to get involved, to question, and to take change forward. • Making difficult decisions – tackling issues proactively and finding solutions, being accountable for the decisions that have been made.

	<ul style="list-style-type: none">• Engaging staff, communities and customers - winning strong support through effective and regular communication, collaboration and feedback.• Being commercial – creating opportunities to generate growth, income and maximise commercial potential.
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