



Funding and Compliance Co-ordinator - £37,653 - £41,472 per annum, salary is negotiable – Hybrid working is available with 3 days per week on site – 36 hours per week – 30 days holiday

Westminster is an amazing place. We are home to over 250,000 residents from all backgrounds, over 50,000 vibrant and vital businesses and three-quarters-of-a-million people work in Westminster. Westminster City Council's strategy is to work towards a Fairer Westminster. A Fairer Westminster is one in which our communities are at the heart of our decision-making and help to determine the city's future. By working directly with our communities and other partners, we can build a more inclusive city that celebrates our diverse communities, and where residents, workers and visitors from all backgrounds will feel welcome and safe.

Westminster Adult Education Service is the City Council's adult education service and the largest local authority adult education service in London and one of the largest nationally.

We provide life-changing learning opportunities for our learners through our qualification courses, apprenticeship programmes and extensive community-based provision. We work to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated. We are on our journey to outstanding and want people who share our vision of attaining excellence to join us.

If you want to join an organisation that makes a difference in people's lives, we want to hear from you.

The Role:

You will co-ordinate all funding and compliance for the service, providing funding advice to the curriculum teams and ensuring all aspects of our funding and ILR remain compliant. This includes any subcontracted provision where you will work closely with providers to monitor contracts.

Working to the Head of MIS and Exams, this exciting opportunity will allow you to lead and manage the data management processes across the academic cycle, including curriculum planning, timetabling and achievement monitoring, with all elements playing a large part towards funding compliance.

About You:

Experience within MIS or funding teams within further education and experience of ILR and funding processes including curriculum planning is required. This role is an opportunity for those looking to further develop their skills within MIS and funding.

What we offer:

At Westminster City Council, we pride ourselves on being an inclusive workplace and employer of choice. We encourage and welcome applications from people from all backgrounds and aim to have a workforce that, at all levels, represents the communities we serve. We champion equality,

diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued, has a sense of belonging and is empowered to be their best, that is the Westminster Way. [Find out more about how we do this.](#)

As a forward thinking Council, we appreciate that people work in different ways, therefore some of our staff depending on their role at WAES can benefit from working a range of flexible working patterns as well as Agile working.

The Council is a Disability Confident Employer. If you have declared a disability in your application, we guarantee an interview if you meet the essential criteria of the job. If you are invited for interview, you will be asked if you need any reasonable adjustments in order to attend, and we will make these wherever possible.

The Service offers a competitive salary and employment benefits including a public sector pension scheme, generous holiday allowance and opportunities for Continuous Professional Development.

Please quote ED/WAES/2084 in all correspondence for this role.

To apply please download the Job Description and then complete the Application Form and EO Monitoring Form at the top of the page.

Please ensure you address all the role and person criteria when completing your supporting statement.

When you have completed your application, please email it back to recruitment@waes.ac.uk

CVs will not be accepted for this post.

A Basic DBS is required for this post.