



Capital City College Training Job Description and Person Specification

Post:	Programme Manager - The Mayor's ESF Programme
Contract:	Full time, fixed term
Hours:	35 per week
Reporting to:	Academy Managers
Responsible for:	Overseeing ESF Academy contract and Results for Hubs
Salary:	£ 37,607 - £41,077 per annum

Key Purpose

To implement and maintain delivery of the contract, through collaborative working with curriculum, delivery, and employer/partner engagement teams. To be responsible for fully achieving the contractual outputs and to the required high quality and compliance standards – delivering on time and to budget.

Main Duties and Responsibilities

1. To be accountable for fully achieving the outputs, quality and compliance of the contracts being managed.
2. To support and manage the work of Job and Careers Advisors, Employer Engagement, Tutors and Trainers in engaging and progressing learners, both 16-24-year-old NEETs and Adults.
3. Engage with Admin team to ensure all relevant data bases and data is completed and accurate.
4. Maintain accurate records (e.g. Participants, employers, subcontractors) and ensure systems in place for audit.
5. To manage project team including performance management
6. To proactively performance manage the contracts to fully achieve and exceed, when possible, the programme outputs including recruitment, progression and financial targets.
7. To deliver the contractual targets to the agreed profile.
8. To work in close collaboration with delivery and other teams to efficiently deliver the contractual outputs.
9. To engage with the GLA and attend compliance visits
10. Engage proactively with stakeholders, partners and employers to support delivery of targets. This will include directly engaging with employers and subcontractors.
11. To understand and oversee the updating of the GLA Project database to ensure timely payment

12. To proactively identify and take steps to mitigate risks to the college's investment in the programme.
13. To be the operational lead on the project and provide clear and accurate guidance to cross college departments on rules and regulations.
 - a) Ongoing monitoring of programme spend and delivery against agreed targets and profile.
 - b) Identifying, agreeing and acting on recovering plan where programme progress does not meet agreed spend and delivery targets.
14. To lead, establish and maintain regular contact with organisations and suppliers/partners to monitor project delivery and progress, providing additional assistance where required.
15. To provide clear and accurate guidance to assist the programme to meet required audit standards.
16. To provide, through the maintenance of up-to-date project records, timely and accurate reports on the programme progress.
17. Complete monthly reports, identifying underlying reasons for levels of programme performance. To take actions to address underperformance.
18. Contribute to the ongoing evaluation of the programmes.
19. To identify best practice and lessons learned from project programme delivery
20. Any other duties that maximise the candidate's skill set

Expectations of the Post Holder

21. Demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
22. Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development.
23. Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the college.
24. Abide by the college's data protection policy;
25. Actively participate in the appraisal scheme.
26. Participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety.
27. Carry out work in a manner and framework that is consistent with the college's requirement to safeguard children and vulnerable people.
28. Have a good understanding of ESF funding rules and be able to implement them.
29. Work within the college values.

The scope of the aforesaid reflects the needs of the College at the present time. It is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.

Persons Specification

Area to be assessed	Essential	Desirable	How this will be assessed
Qualifications	<ul style="list-style-type: none"> Level 4/5 Management Qualification or Equivalent 	L5 Management Qualification or Equivalent Prince2 Foundation or Practitioner CMI/ILM Project Management Award	AF
Professional development	<ul style="list-style-type: none"> Experience of ongoing professional updating and development in relevant fields. 		I
Knowledge	<ul style="list-style-type: none"> Knowledge and experience of ESF / Skills Funding Agency (SFA) contract compliance and audit essential Understanding of consortia working practices Risk Management Equality and Diversity Safeguarding requirements and controls knowledge of both theoretical and practical aspects of project management Knowledge of project management techniques and tools communication skills – both written and oral within the context of a training environment 	Leadership and Management Strategies	P I/P I I I/P I
Experience	<ul style="list-style-type: none"> Quality Compliance Management experience in the context of ESF / Skills Funding Agency (SFA) government funded contracts Ability to drive the business forward in terms of quality systems and continuous improvement 	Experience and understanding of alternative funding streams Internal audit background beneficial Experience of turning around underperforming	I/AF I

	<ul style="list-style-type: none"> • Track record of managing successful ESF projects and contracts • Experience of working with multi partner projects and with external funding and other agencies • Experience of developing project plans and maintaining systems and procedures for successful delivery of projects including setting up and managing project teams • Experience of managing budgets • Experience of project report writing including analysis of project spend, success and risk management 		AF/I AF/I AF AF/I AF
Skills and Abilities	<ul style="list-style-type: none"> • Ability to look holistically at the business, juggle priorities, ensuring all deadlines are met for tasks undertaken • Excellent understanding of key performance indicators ensuring a high quality of service provision • Experience of having operated / delivered Skills based / ESF government funded contracts desirable • Excellent interpersonal skills for working with all staff at all levels within the organisation including both verbal and written communication skills • Able to work to tight deadlines, prioritise and work under pressure • Excellent organisational skills and problem solving ability • Task driven, completer / finisher • Able to work effectively as part of a team or under own initiative 	Experience of CIPS, SARs, action plan monitoring essential	I/AF AF/I AF I/P I I I

