
 <p>European Union European Regional Development Fund</p>	<p>JOB DESCRIPTION & PERSON SPECIFICATION</p>		
<p>Post:</p>	<p>ENRG Project Manager</p>		
<p>Last Version Date:</p>	<p>N/A</p>		
<p>Version No:</p>	<p>3</p>	<p>Version Effective Date:</p>	<p>February 2017</p>

Post: ENRG Project Manager

Hours: 37 hours per week

Salary: £35,000

Reports to: Head of Development



Department: ENRG Project Team

Summary of Purpose

Overall responsibility for the co-ordination and delivery of the European Regional Development Funded ENRG Enterprise Project and the Arts Council Funded Creative ENRG strand of the offer. Work with all partners and stakeholders across the city to ensure successful delivery of outputs in line with the Funding Applications and Agreements.

Main Duties/Responsibilities

- Liaison with key partners and stakeholders
- Direct line management of Goodwin ENRG delivery and compliance team
- Establish and maintain effective systems to ensure eligibility and full data capture of all project related activity
- Effective monitoring, management and reporting against all project aims and objectives
- Oversee all marketing and PR activity in line with procured services and to ensure all activity meets eligibility and best practice guidelines and to ensure best value in this activity.
- To oversee and coordinate all project related evaluation activity and to ensure best value in this activity
- Responsible for ensuring that project targets and milestones are achieved and funding maximised, in accordance with Funding applications and Agreements.
- Manage the overall operations of the project, ensuring financial viability at all times in relation to all aspects of the project
- Establish & maintain effective systems to ensure the successful management of the project, including the submission of accurate and timely claims to funding bodies

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- To ensure all systems and activity are rigorously internally audited and tested to ensure compliance and readiness for Audit by funding bodies
- Responsible for ensuring the strategic fit of the project and that all contractual, financial and statutory duties are carried out in accordance with the prevailing legislation, governments requirements, partner policies and procedures.
- Work with community-based partner organisations to ensure that suitable clients are identified in the community and progressed through to available opportunities
- Ensure the effective monitoring, tracking and reporting of the progress of the overall project against targets, including client progress and achievement
- Oversee the implementation process of each of the projects, ensuring timely operations in accordance with the work plans defined by each of the business plans
- Work with the partners and other providers to continuously develop provision tailored to the needs of the sector and clients joining the project.
- Co-ordinate activity with the delivery partners to ensure all are fully briefed and informed
- Work with partners to ensure that all aspects of the project meet with contractual requirements, eligibility guidance and best practice guidelines
- Provide written reports and presentations to strategic partners, politicians and senior managers on the progress of the project and represent projects at local, sub-regional and national levels as directed
- Any other related duties and responsibilities as may arise



General

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

The post holder must be flexible to ensure the operational needs of Goodwin Development Trust and partnership organisations are met. This includes undertaking duties of a similar nature and responsibility as and when required.

Goodwin Development Trust is committed to safeguarding and promoting the welfare of every child, vulnerable adult and service user and expects all staff and volunteers to share this commitment and participate in training as required. The post holder shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination and will be

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expected to promote and follow all current Goodwin Development Trust policies and procedures.

It is Goodwin Development Trust's policy that all staff, volunteers and trustees must undergo a Criminal Record Bureau (CRB) check prior to recruitment and every 3 years thereafter.



The Health & Safety at Work Act (1974) and other legislation places responsibilities for Health & Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health and Welfare of him/herself and other employees in accordance with legislation and Goodwin Development Trust specific Health & Safety policies and procedures. It is the responsibility of the individual to inform the Health & Safety Department and their line manager (In Strictest Confidence) of any health related issues which could affect their work duties and require measures to be implemented to ensure the postholder can carry out their duties safely.

Where the post holder is disabled every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If however, a certain task proves to be achievable then job redesign will be given full consideration.

It is the responsibility of the individual to inform the Health & Safety Department (In Strictest Confidence) of their medical history and any changes which could affect their work duties.

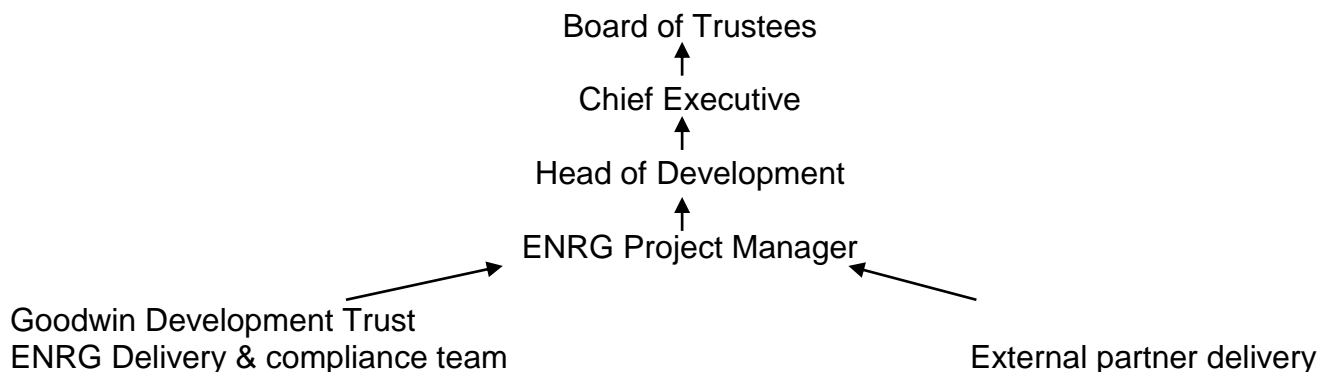
Person Specification

Technical Competencies (Experience and Knowledge) (Please also include here qualifications required to carry out the role)		Essential (E) or Desirable (D)
T1	Minimum 5 years experience in a Senior Project management role	E
T2	Qualified to Degree level in a relevant subject	E
T3	Excellent understanding of public funding rules (ERDF)	E
T4	Strong experience of regeneration and economic development programmes and funding	E
T5	Business support development and delivery	E
T6	Programme and project management	E
T7	Development of delivery strategies	E
T8	Communication, public awareness campaigning and consultation	E
T9	Stakeholder engagement	E

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T10	Programme commissioning	E
T11	Self motivated, able to work independently and exceed targets	E
T12	Management Experience	E
T13	Excellent communication skills including networking	E
T14	Willingness to work flexibly in relation to location and hours of work	E
T15	Able to encourage others to put forward ideas on their own areas of activity in a structured manner and use this to develop future activity	E
T16	Knowledge of Government initiatives around the Economy, Enterprise, Jobs Funds and related CLG/BERR programmes	D
T17	Awareness of funding regimes and current activities on learning, skills and education as well as employment, jobs, enterprise	D
T18	Experience / understanding of CSR	D
T19	Experience / understanding of Social Enterprise	D
T20	Understanding of Customer First, SFEDI or Matrix quality frameworks	D

Department Structure



Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the



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general nature of the post or the level of responsibility entailed. Consequently, the job description will be revised from time to time and GDT will consult with the post holder at the appropriate time.

Version No:		Version Effective Date:	
Name employee:			
Signature:		Date:	
HR Department:			
Signature:		Date:	