

JOB DESCRIPTION

Job Title: Project Manager ERDF (Technical Assistance)

Area: Planning for Growth

Reports To: Head of Strategy

Job Purpose/Key Role:

This role is to support the implementation of Gloucestershire's European Structural and Investment Fund (ESIF) Strategy http://www.gfirstlep.com/doc_get.aspx?DocID=348 by providing appropriate European Regional Development Fund (ERDF) technical assistance to stakeholders across the county. This includes:

Raising awareness and communicating programme and project activities through in-person network exchanges, digital promotion, case studies, etc.

Promoting co-operation, networking and exchange of good practice within Gloucestershire and with other LEPs/LEP areas.

Promoting calls for projects and helping local organisations build capacity to respond to these calls.

Provide early advice to potential and actual applicants to ensure project proposals contribute the required outputs and results are deliverable, effectively managed and reported within appropriate timescales.

The role is externally funded by ERDF technical assistance funding and initially fixed term until 13th September 2019. The postholder will be based within the GFirst LEP team at The Growth Hub, Oxstalls Campus, University of Gloucestershire, Gloucester and will be expected to travel within the county as required.

1. Primary Functions:

- 1.1 Work with the Ministry of Housing Communities and Local Government (MHCLG) the GFirst marketing team, the local ESIF Committee and appropriate local networks to prepare suitable communications to inform potential applicants about forthcoming ERDF funding opportunities and share good practice in the delivery and management of ERDF-funded projects
- 1.2 Convene thematic workshops to develop cohesive project ideas between a range of partners and develop a pipeline of projects under the Priority Axes of: SME Competitiveness/Business support; and Environment

- 1.3 Work with project leads in local applicant organisations to shape outline applications that have outputs and results that are aligned with the ERDF National Operational Programme <https://www.gov.uk/guidance/england-2014-to-2020-european-structural-and-investment-funds> and the Gloucestershire ESIF Strategy http://www.gfirstlep.com/doc_get.aspx?DocID=348
- 1.4 Manage a caseload of local applicant organisations to develop outline applications and provide tailored support to enable them to develop full applications (e.g. via workshops or one-to-one meetings).
- 1.5 Provide specific support around managing EU funding, compliance and match funding.
- 1.6 Develop and implement suitable monitoring systems and processes to ensure projects are delivered on time and to specification and to ensure that the appropriate reporting is provided to GFirst LEP, the local ESIF committee and MHCLG.
- 1.7 Work with MHCLG and other appropriate sources of information to ensure that applicant organisations get the answers and information they need in a timely manner, to complete their outline and full applications.
- 1.8 Maintain effective working relationships with all internal and external stakeholders including partner organisations
- 1.9 Ensure good practice from within the Gloucestershire ERDF projects is shared with MHCLG, other LEP areas and other stakeholders and that good practice from other LEP areas is identified and shared within Gloucestershire.
- 1.10 Contribute to the monitoring, reporting and evaluation of the technical assistance-funded project.

2. Secondary Functions:

- 2.1 Ensure data is held in compliance with relevant legislation e.g. Data Protection Act, Freedom of Information Act.

PERSON SPECIFICATION

	Essential	Desirable
Previous Experience	<p>Relevant experience of managing/delivering EU-funded projects</p> <p>Experience of dealing with external audits of EU-funded / other publicly-funded projects.</p> <p>Relevant experience of work within the following work environments/sectors: business support</p> <p>Experience of managing/delivering promotional activity and events to organisations across the public/private and voluntary sectors.</p> <p>Proven experience in building strong relationships across complex, dynamic</p>	<p>Experience of working across the Public/Private/Voluntary Sector interface</p> <p>Experience of working in different sectors, e.g low carbon,</p> <p>Working in a rapidly changing, dynamic environment</p>



	<p>organisations, stakeholder & partner groups</p> <p>Experience of 'translating' complex information into easily-understood guidance for organisations</p> <p>Experience of writing reports and presenting complex information clearly</p>	
Training Specialist skills	<p>Knowledge and understanding of project management techniques and their application to EU-funded projects</p> <p>Excellent planning & organisational skills</p> <p>Ability to use IT packages, including project management tools, to manage complex documents, plans and data.</p> <p>Demonstrable communication and stakeholder management skills</p> <p>Proven ability to coach, motivate and train others in project management skills and techniques and/or funding management processes</p>	<p>Innovative and proactive approach to solutions and work.</p>
Disposition	<p>Professional and confident</p> <p>Self-motivated and dynamic individual who can work on own initiative and take responsibility</p> <p>A collaborative worker who is able to share learning and learn from others</p> <p>Resilient, problem solving approach</p> <p>Good time management, ability to work under pressure & to respond quickly to change</p> <p>Ability to successfully manage conflicting priorities</p>	<p>Evidence of influencing and negotiating skills</p> <p>Commitment to high quality service delivery and continuous improvement</p>

Key Relationships:

Internal

- Other staff/team members – who will require support and coordination to deliver aspects of the engagement and initiative delivery.
- Meet regularly with the line manager to assess ongoing and evolving tasks and areas for personal focus/development.

External

- All Key Stakeholders able to influence the economic performance of Gloucestershire.

Decision Making Authority:

- Day to day decisions of how best to manage ongoing tasks and workload to meet personal objectives and targets.

Additional Information:

- Any other duties as required by the business.
- Occasional unsociable hours and travel may be necessary.

Equal Opportunities Statement:

GFirst LEP is an Equal Opportunities employer and seeks to ensure that all applicants are treated in a fair and non-discriminatory manner. Standardised recruitment processes are followed and all applications for posts are considered against pre-determined criteria relevant to the requirements of the post. Consistent with our Equal Opportunities Policy, the Company does not discriminate on any grounds including, but not limited to, race, ethnic origin, colour, sexual orientation, gender, marital status, disability, class, age, political belief, religion or belief.

Respect and Dignity at Work – ‘Improving Working Lives’

GFirst LEP is committed to equality of opportunity and diversity in the workplace; all managers and staff are responsible for ensuring that this is delivered in practice.

GFirst LEP is equally committed to respect for other people and all managers and staff are expected to be clear of what is expected of them and for ensuring that they commit to this policy in their day-to-day working life.

GFirst LEP will not tolerate any forms of bullying or harassment in the workplace. Everyone has a personal responsibility to seek to improve his/her own and colleagues’ working lives to create a healthy and productive working environment.