



## JOB DESCRIPTION

<b>JOB TITLE:</b> Building Futures Project Manager	<b>GRADE:</b> F
<b>DEPT:</b> Delivery	<b>HOURS:</b> 37 per week
<b>REPORTS TO:</b> Performance Manager	<b>LOCATION:</b> Buckinghamshire (Clare Foundation)

**Adviza is committed to safeguarding and promoting the welfare of children, young people and adults; and expects all staff and volunteers to share this commitment.**

### JOB PURPOSE

- To ensure the successful delivery of the Adviza Big Lottery Fund & ESF Funded Building Better Opportunities (BBO) 'Building Futures' project within Buckinghamshire. The individual will be solely employed and funded by ESF & Big Lottery Fund.
- Big Lottery Fund & ESF project management, including developing, designing & overseeing processes and budget management
- Significant engagement and management of delivery partners focused on facilitating a collaborative delivery of outcomes
- To maximise the income available from the project
- To ensure all quality standards and ESF/Big Lottery Fund compliance requirements are met, ensuring there is no risk of financial clawback
- To ensure monthly claims are accurate, compliant and timely

### MAIN DUTIES AND RESPONSIBILITIES

- ESF & Big Lottery Fund performance management, including monitoring and reporting against agreed KPIs and in agreed formats
- To lead the small direct delivery team in achieving the outcomes Adviza set for themselves to ensure success and maintain our excellent reputation
- To work directly with key stakeholders and a steering group to ensure maximum exposure for the project across Buckinghamshire
- To develop and support methods and systems which engage local providers of opportunity who support the target client group
- To ensure that efficiencies are maximised for all stakeholders



- To liaise with the National Careers Service to maximise opportunities for targeted clients
- To lead on the recruitment of staff required to deliver the project as appropriate
- To manage the budget and ensure financial monitoring systems are in place and reviewed in conjunction with the programme sponsor and Adviza Directorate
- To report progress to commissioners via the Big Lottery Fund/ESF portal and using the agreed procedures
- To provide information to commissioners or other monitoring bodies as required and agreed
- Work closely with the compliance team to ensure all participant and financial claims are accurate and managed effectively in a timely manner
- To develop and maintain good relations with other partners supporting the same client group. This could include voluntary agencies, community groups and other statutory services
- To collaborate with existing Adviza teams to maximise benefits for the programme participants, including for example access to clients through the National Careers Service and Custody programmes, access to Labour Market Information and Marketing Support.
- To represent Adviza at exhibitions, shows or events, and train other staff to do the same
- To maximise the use of available technology to report on progress and gather feedback
- Any other duties required to successfully deliver the project commensurate with the grading of the post

#### **SCOPE OF JOB (BUDGETARY/RESOURCE CONTROL, IMPACT)**

Number of employees managed/supervised: Up to 3

Budget to be managed by this post: £1.1M total budget (£450k direct delivery)

Represent Adviza at local and sometimes regional or national events/meetings as required.

**Adviza Partnership Charity Number: 1132201**



**PERSON SPECIFICATION  
ESF Project Manager**

<b>JOB TITLE:</b> Building Futures Project Manager	<b>GRADE:</b> F
<b>DEPT:</b> Delivery	<b>HOURS:</b> 37 per week
<b>REPORTS TO:</b> Performance Manager	<b>LOCATION:</b> Buckinghamshire (Clare Foundation)

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS, TRAINING AND EXPERIENCE</b>	<p>Educated to degree level or equivalent.</p> <p>Proven significant experience of delivering services to vulnerable people from a variety of backgrounds.</p> <p>Significant management and supervisory experience.</p> <p>Experience of managing a front line delivery service.</p>	<p>Holds a level 4 professional qualification in a relevant discipline, eg. Careers Guidance, IAG, Training, HR.</p>
<b>WORK-RELATED PERSONAL REQUIREMENTS</b>	<p>Ability to deal with a large number of competing priorities.</p> <p>Committed to improving the life chances, opportunities and the development of individuals to fulfil their potential.</p>	<p>Delivered presentations at large and small events to key stakeholders.</p>



KEY CRITERIA	ESSENTIAL	DESIRABLE
	<p>Creative, with an ability to see possibilities and develop campaigns and projects.</p> <p>Team worker able to establish excellent relationships with colleagues and to work with them in order to deliver high quality services.</p> <p>Proven track record of performance monitoring and dealing with underperformance of partners and sub-contractors.</p> <p>Proven track record of monitoring individuals and project performance against agreed objectives and targets.</p> <p>Proven track record of reporting activities to a variety of stakeholders using formal systems and processes.</p> <p>Ability to influence and negotiate at a senior level to ensure successful project delivery is on budget and within agree timescales.</p>	

SPECIAL FACTORS
<ul style="list-style-type: none"> <li>• Must be prepared to travel regionally and occasionally nationally.</li> <li>• Prepared to work out of office hours in order to respond to demands of the role.</li> <li>• Share with Adviza Partnership, the commitment to safeguarding and promoting the welfare of all children, young people and vulnerable adults.</li> </ul>