

Job Description



TITLE: Project Lead Officer

PROJECT: Building Better Opportunities (BBO)

RESPONSIBLE TO: Partnership Manager

ACCOUNTABLE TO: Selnet Chief Executive Officer (CEO) and Selnet Board of Directors

BASED AT: Unit F28, Preston Technology Centre, Marsh Lane, Preston, PR1 8UQ

JOB SUMMARY

The Building Better Opportunities (BBO) projects for Lancashire aim to support those most at risk of exclusion from the labour market and identify, reduce and/or remove barriers to engagement and employment for eligible participants. Selnet is the lead partner for three BBO projects.

This role will work across the three BBO projects, overseeing the work of our delivery partners. Each project has a different aim and each partnership consists of over 40 delivery organisations. The post holder will work with all members of the BBO team and work closely with the Partnership Manager to ensure quality and effective delivery of the project.

MAIN DUTIES, TASKS AND RESPONSIBILITIES

Establish effective working relationships with the delivery partners to monitor quality, delivery and performance.

Provide a resource for partner queries and foster relationships between project partners to ensure effective collaborations throughout project delivery.

Work with the Partnership Manager and BBO team to develop systems and procedures that meet the needs of the funders in relation to all project and financial monitoring requirements.

Feedback to Partnership Manager on delivery progress, highlighting performance and implementing measures to with partners to avoid risk to projects.

Assess the results of key project plans to measure their effectiveness.

Support delivery partners to have a clear understanding of reporting requirements, enabling partners in preparation of claims and audit.

Assess the quality and accuracy of information submitted by delivery partners.

Contribute to written and statistical information for project reports in all project areas and highlight any areas of concern.

Use a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access etc to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.

TEAMWORK

Work positively as a member of the Selnet team providing services to BBO partners and wider organisations.

Deal professionally and proficiently with enquiries from colleagues, business contacts, visitors and members of the public.

Assist with all general office duties as and when required.

GENERAL CONDUCT

The post holder will be expected to maintain professional conduct and appearance, and adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility. The post holder will be required to sign an agreement of confidentiality in relation to some aspects of the enterprise. All staff are expected to conform to the policies and procedures in respect of employment, health and safety and risk management and acknowledge they have read and understood them. Staff are also expected to be familiar with the business and operational plan and to support the aims of the company. In line with good practice appraisals are carried out reviewing performance and considering continuing professional development.

*This job description outlines the main responsibilities of the person appointed as **BBO Project Lead Officer**. It is subject to periodic review and amendment in the light of development and experience.*

This post is funded through Building Better Opportunities



LOTTERY FUNDED



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