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**JOB DESCRIPTION**

 **TITLE: Monitoring Officer**

**PROJECT: Building Better Opportunities**

**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 8PL**

**SALARY: £20,136 p/a**

**JOB SUMMARY**

The Building Better Opportunities projects for Lancashire aim to support people who are furthest away from the job market back into work or training by providing intensive tailored support to reduce or remove barriers to work. The project beneficiaries are supported by a partnership of support providers primarily from the VCSE sector organisations (Voluntary, Community and Social Enterprise Sector).

This role will undertake the monitoring and compliance checking of all documentation associated with the delivery of these projects. Working closely with all members of the BBO team and undertaking all aspects of monitoring for this project. The post holder will liaise with project delivery partners, review claims information submitted and ensure evidence is recorded and compliant with rules and regulations determined by joint funders; Big Lottery Fund (BLF) and European Social Fund (ESF).

**MAIN DUTIES TASKS AND RESPONSIBILITIES**

Work with the BBO team to maintain and improve established systems, to gather and report financial and statistical project information in accordance with funder requirements.

Support the BBO team to ensure an efficient and accurate exchange of information, through systems and procedures that are well maintained, compatible and user friendly.

Work within the BBO team to collate grant claims data, examine information for accuracy and liaise with key staff within partner organisations to resolve any discrepancies in readiness our .

Establish effective working relationships with delivery partners to ensure they have a clear understanding of project monitoring requirements and can assess their organisations performance against targets.

Review partner claims, ensure outputs and results are evidenced accurately and the data is recorded and secured in line with Selnet information and data protocols.

Produce monthly reports in all project areas and highlight any areas of concern.

Design and deliver monitoring training sessions to relevant staff within partner organisations.

Use a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence, documents and maintain presentations, records, spreadsheets and databases. Excel will be the software most used within this job role.

**TEAMWORK**

Work within a team of three Monitoring Officers, each officer having a designated portfolio of partners within a specific geography in Lancashire. Supporting others within the team with their workload during busy periods.

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. 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.

**All tasks and duties in this job description must be carried out in accordance with Selnet procedures, the post holder should be fully aware of Selnet policy documents and operate within the parameters defined within these.**

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

