### More Positive Together Project Delivery Officer

### Job Description

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| **Job Title** | **Project Delivery Officer** |
| **Salary** | **£19,198.92 - pro-rata** |
| **Working Hours** | **18 hours per week** |

**Organisational Relationships of the post:**

Reports to:Selnet Chief Executive Officer (CEO)

**All staff members are accountable to the Selnet board of directors.**

Manages: There are no staff management responsibilities within the post.

Co-ordinates with: All officers of SELNET, project consultants, appropriate employees of outside organisations and members.

Based at: Unit F28, Preston Technology Centre, Marsh Lane, Preston, PR1 8UQ

**Job Summary:**

The More Positive Together (MPT) project for Lancashire is led by Lancashire Sports Partnership and part funded by the European Social Fund. Selnet are a delivery partner within this a multi-partner delivery model that aims 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’s role within this project is to support eligible participants with an aspiration to start a business and this new post will oversee the project monitoring, performance and support business advisers in their delivery.

The post holder’s time will be committed to the MPT project and the post holder will work alongside members of the Selnet team to ensure quality and effective delivery of the project.

**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.**

**Primary Objectives:**

Work alongside the CEO and team members to further the objects of Selnet Ltd. by undertaking full administrative accountability to fulfil contractual requirements of the MPT project and where necessary to the personnel involved in the delivery of this project.

**Main Duties, Tasks and Responsibilities:**

Use a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, etc. and Substance VIEWS database to comply with the project requirements. Produce correspondence and documents and maintain presentations, records, spreadsheets and databases.

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

Establish effective working relationships with the delivery team to monitor quality of reporting, delivery and performance.

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

Ensure a clear understanding of compliance and reporting requirements to support delivery.

Manage efficient and effective monitoring and reporting systems and produce accurate claim submission documents to comply with the mandated timeframes.

Manage project documentation filling and retention suitable for EU audit purposes.

Produce statistical information and written reports in all project areas and highlight any areas of concern.

Feedback to the CEO on delivery progress, highlighting performance and allowing measures to be implemented to avoid risk to projects.

Organise and attend project meetings and events as required.

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 business.

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

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.

Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.

This job description outlines the main responsibilities of the person appointed as More Positive Together Project Delivery Officer. It is subject to periodic review and amendment in the light of development and experience.