**Job Description**

**TITLE: Senior Project Lead Officer**

**PROJECT: Building Better Opportunities (BBO)**

**RESPONSIBLE TO: Partnership Manager/Deputy CEO**

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

**BASED AT: Brentwood House, 15 Victoria Road, Fulwood, Preston, PR2 8PS**

**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, performance managing the work of our delivery partners and ensuring that the project stays on target. Each project has a different aim and we have around 30 delivery partners working with us. 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.

There are no line management responsibilities within this job role.

**MAIN DUTIES, TASKS AND RESPONSIBILITIES**

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

Support the project team to work effectively, building on existing working relationships with the delivery partners and ensure quality, delivery and performance is monitored.

Work with the Partnership Manager to improve systems and procedures to meet the needs of the funders in relation to all project claims and financial monitoring requirements.

Collate project lead feedback on partner delivery progress and feedback to Partnership Manager and/or CEO, highlighting performance and implementing measures to with partners to avoid risk to projects.

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

Work with a caseload of delivery partners to ensure they have a clear understanding of reporting requirements, enabling partners in preparation of claims and audit and maintenance of participant files.

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.

Play a key role within management exercises including service procurement. This may include writing tender specifications, working with our procurement partner Blackpool Council to issue tender documents, answering queries from potential bidders, facilitating tender scoring panels, issuing contract awards letters.

Working with and supporting the Partnership Manager at all times and deputising where needed.

Represent the projects at relevant meetings to build stakeholder relationships and promote the work of our delivery partners.

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* ***Senior*** ***Project Lead Officer.*** *It is subject to periodic review and amendment in the light of development and experience.*

**This post is funded by the National Lottery Community Fund and The European Social Fund.**

