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**JOB DESCRIPTION**

 **TITLE: Project Compliance Officer**

**PROJECT: Building Better Opportunities**

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

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

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

**SALARY: £22,232 p/a**

**JOB SUMMARY**

The Building Better Opportunities projects for Lancashire aim to support unemployed people who are furthest away from the job market and identify, reduce and/or remove barriers, helping them to start learning, training or working. Selnet provides the project management function for our three Building Better Opportunities projects, and our 30 delivery partners deliver employment support direct to project participants. We are looking for someone new to join our project management team to help us run these impactful projects.

This role will undertake the compliance of financial and participant related documents. The post holder will liaise with project delivery partners, review financial claims information submitted and ensure evidence is recorded and compliant with rules and regulations determined by our joint funders; National Lottery Community Fund (NLCF) and European Social Fund (ESF).

You can learn more about BBO here: [Building Better Opportunities BBO (Lancashire) (selnet-uk.com)](https://selnet-uk.com/bbo/)

**MAIN DUTIES TASKS AND RESPONSIBILITIES**

Review information submitted to us by our delivery partners, ensuring that participant documentation is correctly completed, and that participants are eligible for help through our projects.

Record participant data accurately on our database and supporting spreadsheets.

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

Deliver training to our partners, supporting new starters to use our systems.

Work with the BBO team to develop systems and procedures that meet the needs of the funder in relation to all gathering and reporting project information.

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

Support the BBO team to ensure systems and procedures are well maintained, compatible and user friendly to ensure all operations run smoothly.

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.

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

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

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

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

