

JOB DESCRIPTION

JOB TITLE:	Project Co-ordinator Skills Bootcamp and Multiply
MANAGED BY:	Skills Bootcamp and Multiply Project Manager
GRADE:	Grade 7

BACKGROUND

The West of England Combined Authority is seeking to appoint a Project Co-ordinator Skills Bootcamp and Multiply to join the People and Skills team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

The primary purpose of this post is to contribute to the successful delivery of both Skills Bootcamp and Multiply projects in the West of England Combined Authority by supporting and contributing to, the work of the project team.

KEY RESPONSIBILITIES

1. Operate as the Project Co-ordinator within the Skills Bootcamp and Multiply team.
2. Contribute to, and support, the development of The Combined Authority's approach to Skills Bootcamp and Multiply projects.
3. Provide support and co-ordination to the project team's Provider Management and Quality Assurance function.

4. Provide support and co-ordination to the team's Project Management functions (including project planning and dissemination, risk identification and management etc.)
5. Ensure that regular monitoring and reporting for management and governance purposes is co-ordinated efficiently with reports and information compiled and disseminated in an accurate and timely fashion.
6. Work with the Combined Authority's Communications Team to ensure that the Skills Bootcamp and Multiply pages of the website are kept up to date and communications messages/stories are identified and relayed through relevant communication channels.
7. Provide co-ordination (including minute taking) to the projects team's key internal and external meetings.
8. Support continuous service improvement by providing research capacity where required.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to either HNC or degree level in a relevant academic subject such as Business and Management, Business Studies/Administration or Project Management or able to demonstrate equivalent experience.
- Knowledge of programme or project management disciplines and their practical application.

Experience

- The role would suit an experienced project administrator.
- Experience of co-ordinating meetings, setting agendas and managing forward plans.
- Experience of using a suite of IT packages, including MS project or similar, to coordinate projects and programmes.
- Experience of applying project / programme management discipline to the coordination of a work programme.
- Experience of working with staff at all levels of an organisation to complete tasks.
- Some experience of working in an office environment would be useful but not essential.

Skills and Competencies

- Some management competence and can operate with minimal direction.
- Ability to prioritise work independently, and work across a wide range of often diverse tasks daily.

- Excellent organisational skills, with the ability to co-ordinate a complex series of meetings and programmes.
- Good communicator with good written English.
- Determined and resourceful.
- Comfortable working with many different people and organisations daily.

DESIRABLE

Qualifications and Knowledge

- Some experience of working in the public sector.
- Some experience of working in an education/skills environment.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days Annual Leave plus bank holidays (from 1st April 2023)
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals
- Access to an online shopping platform offering employee discounts across a huge range of retailers

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10 minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 – higher than the government minimum for **over 23s, currently £9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices

in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us – such as IT providers.