

JOB DESCRIPTION

JOB TITLE:	Employment and Skills Project Coordinator
MANAGED BY:	Employment and Skills Programme Manager
GRADE:	(Grade 7)

BACKGROUND

The West of England Combined Authority is seeking to appoint a Project Coordinator to join the Employment 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.

You will be a key player in making the West of England the best it can be for jobs, training and inward investment. We are delivering on bringing secure and fairly-paid jobs to the region, supporting people to gain new skills, and businesses facing economic uncertainty. We are building on our reputation as a region of innovation and creativity.

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

THE ROLE

Reporting into the Employment & Skills Programme Manager the coordinator will provide project support for various programmes and projects across the Employment and Skills Team (a team of approximately) where there is priority need for additional coordination and administration activity. Priorities for the first 12 months will project initiation support and development to support our Skills Connect service, as well as delivery of the MPSF/UKSPF and Retrofit/Green Futures Fund skills project, however, the role will be deployed onto projects and priorities across the team as required.

Across various employment and skills programmes this role will:

- Support the senior team and their Project Managers/teams with all aspects of project development and delivery including planning, delivering, and reporting of all types.
- Support with reporting and evaluation activity across a large variety of projects, collating data and presenting it in different ways. This will ultimately contribute towards the delivery and reporting requirements of Mayoral priorities, the Employment and Skills Plan and the Combined Authority Business Plan.
- Support with Skills Connect website content and marketing activity. This includes (but is not limited to) content creation and updating, working with marketing colleagues to link to wider promotions, liaising with external delivery partners / organisations to ensure content is on brand and meeting different funding requirements and ensuring reciprocal links are added to external sites etc. This work will also entail responding to Skills Connect enquiries both through the dedicated mailbox and answering phone calls.
- Help to provide both project and administrative support for funding rounds and project delivery across the team when there is priority need for support. This will include communicating internally and externally.
- Event support where required across the team which will also involve supporting live event delivery.

KEY RESPONSIBILITIES

- Support the senior team and their Project Managers/teams with all aspects of project development and delivery including planning, delivering, and reporting of all types.
- Provide administrative support to enable development and delivery of key skills projects across the service, as priority need dictates
- Provide coordination and administration to support across all areas of delivery. This could include a large variety of activity at different stages of project life cycles and is likely to include creating more consistent processes and proformas used to deliver these across the team with help from Project Managers.
- Support with a large variety of written documents including checking for accessibility needs and supporting the distribution and marketing of materials.
- As this role is generic project coordination there will be the need to communicate with a wide variety of stakeholders internally and externally. Internally, this will include colleagues from Grant & Assurance, and Finance, Environment Directorate, Communications and marketing, Legal and the business support team. Externally you could be communicating with a variety of employability and skills stakeholders at all levels.
- Support with the administration of shared email inboxes and phonelines supporting with enquires and ensuring those get to the correct teams and are actioned in a timely manner.
- Support event and meeting coordination including but not restricted to; setting up meetings, organising event invitations and replies and booking and paying for event requirements such as venues, catering chair hire etc. This role will also include attendance and support to deliver events and supporting with event write up and follow up.

- Support continuous service improvement by providing research and skills intelligence gathering activity where required.
- Work as part of a virtual team with other coordinators and administrative support across the Employment and Skills Service as required.
- The duties and responsibilities in this Job Description are not exhaustive and the job holder may be required to undertake other duties within the general scope of either the level or nature of the post.
- Based on the above the candidate will need to be willing and able to travel from time to time within the West of England Combined Authority Area.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree or equivalent level in a relevant subject OR able to demonstrate equivalent experience.
- Understanding of project management disciplines and their practical application.

Experience

- The role would suit an experienced project administrator.
- Experience of communicating (written and oral) with a wide range of people.
- Experience of co-ordinating meetings, setting agendas and managing forward plans.
- Experience of using a suite of IT packages to manage a range of project coordination activity.
- Experience of collating, analysing and presenting data effectively.
- Experience of applying project management discipline to co-ordination of a work programme.
- Experience of working with staff at all levels of an organisation to complete tasks

Skills and Competencies

- Able to work with minimal supervision as part of a multi-disciplinary team.
- Highly organised with the ability to prioritise work independently, and work across a wide range of often diverse tasks on a daily basis.
- Ability to co-ordinate a complex series of meetings and programmes, organising meetings and taking notes accurately.
- Good communicator (with experience of speaking to people both face to face and over the phone) with excellent attention to detail and strong written communication skills.
- Strong people skills with demonstrable experience of working with a range of stakeholders.
- Ability to work flexibly and able to work with new streams of work where processes are yet to be refined.

- High level of professionalism and ability to work with a range of different people and organisations.
- Passion to provide high quality support for all residents of the West of England.

DESIRABLE

Qualifications and Knowledge

- Experience of working in the public sector and/or understanding of the skills system and/or education.
- Experience of event co-ordination.
- Experience of managing a workload on multiple programmes simultaneously.

REWARDS AND BENEFITS

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

- 26/31 days annual leave plus bank holidays
- 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.

We have recently moved into a new bright, airy, modern office space, with all the 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 £15.17 - higher than the government minimum for over 23s, currently £10.42 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.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

