

JOB DESCRIPTION

JOB TITLE:	Project Support Officer
MANAGED BY:	Project Manager - Youth Guarantee
GRADE:	7

THE ROLE

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Project Support Officer to work across the employment & Skills and Business Growth & Enterprise team in connection to delivery of the Youth Guarantee Trailblazer project and wider employer engagement activity. Reporting to the Youth Guarantee Project Manager, the Project Support Officer will undertake tasks that support the delivery of the Youth Guarantee Trailblazer and employer engagement across the wider UK Get Britain Working strategy providing opportunities for both residents and businesses to drive employment, growth, productivity and sustainability.

They will:

- Work confidently across a range of project disciplines and related tasks, including business engagement, event management & organisation.
- Support the management and delivery of the Youth Guarantee Trailblazer.
- Support the delivery of the Metro Mayoral priorities.
- Be flexible and work with colleagues when they need additional support and resource.
- Provide programme dashboard oversight and project monitoring.

KEY RESPONSIBILITIES

The role will encompass a range of administrative responsibilities and complex project support tasks in an innovative and often fast-paced environment, flexing and adapting with the needs of the Economy & Skills Directorate including:

- Supporting the employment & skills team in delivering a range of varied project proposals.
- Meeting and event management, including supporting the design, development and organisational logistics for steering group meetings, events,

diary management, minute taking and chairing or presenting where appropriate.

- Project promotion, working with the communications team and delivery partners, creating and delivering presentations to stakeholders and internal teams.
- Administration using a range of Microsoft Office tools, processing and query handling with internal and external teams including finance, procurement, IT, evaluation and audit.
- Use of complex ICT systems at an administrator level, including liaison with database providers, developers and delivery partners for system administration, design of reports and audit tools, data audit, collation and analysis of data across project areas to inform project reporting and programme dashboard.
- Support for a range of teams across the Economy & Skills directorate as project priorities allow.
- Any other duties commensurate with the role

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Good standard of general education
- Excellent IT skills including Outlook, Word, Excel, PowerPoint and database entry and reporting

Experience

- Managing internal and public enquiries by phone, email and face to face
- Event management, including liaison with venues, logistics, invites, set up and delivery
- ICT support including system administration, designing reports, audit and analysis of data
- Providing administrative support in a fast-paced and innovative specialist service area
- Developing documents and presentations in a range of styles and formats
- Meeting support including diary management, minutes, chairing and presenting
- Promoting projects to internal and external stakeholders, including presenting to forums

Skills and Competencies

- Able to work as part of a team and build relationships with colleagues and partner organisations, with a focus on excellent customer service.
- Excellent written and oral communications skills at all levels, with ability to create reports and presentations to a high standard with strong attention to detail.

- Self-motivated, capable of planning and prioritising own workload to meet deadlines.
- Flexible and agile with the ability to respond at pace to competing demands.
- Public speaking, able to confidently present information to individuals and groups
- Appreciation of the importance of discretion and confidentiality
- Training and coaching, able to convey complex processes to a range of audiences

DESIRABLE

- Experience of providing a range of support in an innovative and fast-paced project environment
- Experience of administration in a complex political environment or similar