

JOB DESCRIPTION

JOB TITLE:	Project Manager - Supported Employment
MANAGED BY:	Employment & Skills Programme Manager
GRADE:	Grade 11

BACKGROUND

The West of England Combined Authority is seeking to appoint a Project Manager, joining the Employment & Skills Service to lead on the development and delivery of a new regional supported employment offer. The postholder will also oversee the delivery of the WE Work for Everyone (WWfE) project.

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 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 to the Employment and Skills Programme Manager, the Supported Employment Project Manager will take a lead on translating emerging national guidance and new devolved funding into a regional offer which responds to the Government's "Back to Work Plan". The postholder will oversee the development, management and delivery of a regional offer/service which responds directly to Government's plans to target the economically inactive, supporting residents to find and remain in work, particularly

those with health conditions and disabilities.

This directly supports the Employment and Skills Plan and other evolving strategy, which emphasises inclusive growth and ensures that all residents have access to quality employment opportunities to meet the needs of regions residents, employers and economy.

The role can be summarised into three broad elements:

1. Working with senior officials within Government, the Department for Work and Pensions (DWP), Combined Authority (CA), Unitary Authorities and other strategic partners, to ensure the smooth implementation of a regional supported employment offer. This will require the postholder to monitor and translate details emerging through the Devolution White Paper and Supported Employment Guidance (currently referred to as Universal Support) into an integrated regional employment service (including employment support, health and social care). This complex co-ordination of strategic aims (and stakeholders) will require strong negotiation, influencing and relationship management skills at a senior level.
2. Working with your team and colleagues across the CA (Finance, Grant Assurance etc) and within DWP to ensure the smooth operational management and administration of the funding across the following areas:
 - Procurement and contracting arrangements
 - Liaison with providers and employers/employer representative bodies etc including system design and join-up
 - Data analysis, monitoring and reporting to a range of internal and external partners and stakeholders
 - Provider payments
 - Quality Management
 - Audit and assurance
3. Development of the CA's long-term approach to supported employment beyond the initial delivery envelope. This will include managing the delivery of WE Work for Everyone project (coordinated by Bristol City Council), working closely to align the Supported Employment offer with other CA projects, (including the Growth Hub delivery, Good Employment Charter, Universal Business Support, Transport and policy), alignment with existing skills programmes such as Skills Connect, Future Bright, Skills Bootcamps, Adult Skills Fund etc, and external provision such as Work Well, to ensure it integrates with other services and contributes fully to the delivery of our Mayoral priorities and regional employment and skills objectives.

KEY RESPONSIBILITIES

The key responsibilities of the role are as follows:

Strategy Development:

- To develop delivery plans for Supported Employment, from inception through to a Business As Usual model (BAU), integrating multiple complex stakeholders to deliver prescribed outputs and outcomes for the region's residents.
- Support the CA's ongoing development, and agreement, of long-term regional strategies for Supported Employment services to ensure that they address specific employer and economic priorities for the region including those within the Employment and Skills Plan, Growth Plans and emerging Work, Health and Skills Plan.
- Develop strategies and proposals to address short term/unexpected issues including any additional funding offered that may be offered to the CA.

Management:

- Manage the overall Supported Employment Project budgets
- Manage the WE Work for Everyone (WWfE) funded project (from 1 April 2025 - 31 March 2027)
- Engage and lead the CA team to ensure smooth management and administration of the DWP funding.
- Ensure delivery of all funding and assurance processes for the Supported Employment provision and WWfE including (but not restricted to):
 - Contracting and due diligence
 - Monitoring and reporting (internally and externally)
 - Provider payments based on received delivery data
 - Any required audit and assurance activities
 - All quality requirements
- Ensure that delivery meets the needs of residents, employers, and other stakeholders, improving outcomes and demonstrating the value of devolution.
- Work with relevant team members and CA staff to ensure that robust systems, procedures and associated documents are maintained to support delivery of the Supported Employment/Universal Support offer.
- Ensure adherence to all policies, practices and procedures for financial management, legal matters, due diligence and GDPR compliance including for procurement.
- Lead the team to develop strategic plans for Supported Employment and move this into practice, taking a forward planning approach to setting timelines, reporting to senior management, achieving key milestones, and ensuring that potential risks are identified and managed or escalated appropriately.
- Lead on robust and timely reporting arrangements for Supported

Employment and WWfE including to CA Senior Management Team, Programme Board, CA Committee and other forums. Present reports and data on progress to senior internal and external colleagues.

- Support senior decision making in relation the evolving regional landscape and devolution by providing insight and expertise to guide the CA’s Senior Management Team and other senior leaders.

External Engagement and Stakeholder Engagement:

- Forge and maintain strong and effective relationships with key external partners including DWP, DfE, our Unitary Authorities and other key stakeholders.
- Deliver system improvement within the region, by working with key stakeholders to *coordinate activity*.
- Deputise for the Employment and Skills Programme Manager as required, in relation to skills, education and employment.
- *The duties and responsibilities in this job description are not exhaustive and the postholder may be required to undertake other duties within the general scope of either the level or nature of the post.*

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Education to degree level or able to demonstrate equivalent professional experience in a relevant sector.
- Knowledge and experience of project management methodology.
- Knowledge of Education and Skills Funding systems.

Experience

- Experience of managing large scale employment and skills projects or programmes, with demonstrable track record in delivering outcomes and impact for local communities.
- Significant project financial management, including planning, forecasting and monitoring budgets as well as resource management
- Understanding of Individual Placement and Support (IPS) and Supported Employment Quality Framework (SEQF) models
- Experience of leading teams in a complex, multi-stakeholder environment, supporting and empowering staff.
- Experience of working in a complex stakeholder environment and can demonstrate ability to develop and maintain effective relationships, i.e. can manage conflict and “difficult people”.
- Excellent influencing skills, with the ability to network and negotiate at senior level.
- Excellent written and oral communication skills: ability to create

consensus and to write and present reports and presentations to a high standard.

- Broad experience of the employment and skills landscape having worked in areas such as: schools, FE, HE, Unitary Authority and/or Government institutions.
- Experience of working with and advising senior officers and preferably Local Government Councillors.
- Monitoring data management procedures and compliance within a programme for GDPR

DESIRABLE

Qualifications and Knowledge

- Experience of Individual Placement and Support (IPS) and Supported Employment Quality Framework (SEQF) projects/delivery
- Knowledge of managing DWP funded programmes, eg ESF

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.
- Carbon Literacy training is available for all staff at the Combined Authority. We are working towards the authority's aim of becoming a Gold Level Carbon Literate Organisation by 2025, which means having more than 50% of staff trained and certified as Carbon Literate.

We are based in 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 £15.84 - higher than the government

minimum for over 21s, currently £11.44 per hour. Find out more [here](#).



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. Find out more about the charter [here](#).

