

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Project Support Officer
<b>MANAGED BY:</b>	Project Manager - Youth Guarantee
<b>GRADE:</b>	7

**ROLE OVERVIEW**

	<p>The West of England Mayoral Combined Authority is seeking to appoint a Project Support Officer to work across the employment &amp; Skills team to support work on the Youth Guarantee Trailblazer programme and wider employer engagement initiatives.</p> <p>This is an exciting time to join the West of England Mayoral 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.</p> <p>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.</p> <p>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, assisting people to gain new skills, and businesses facing economic uncertainty. We are building on our reputation as a region of innovation and creativity.</p> <p>Come and help shape the future of the West of England, a place so many people are proud to call home.</p>
--	--

## THE ROLE

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Project Support Officer to work across the employment & Skills team to support 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 regional employment service 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