

JOB DESCRIPTION

JOB TITLE:	Monitoring Officer (Community Support Fund)
MANAGED BY:	Project Manager (Recovery Initiatives) – People and Skills Team
GRADE:	8

BACKGROUND

The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region remains a thriving, successful and innovative place to live and work. By joining WECA, you will be helping us with this important work.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

PURPOSE OF THE JOB

The Community Support Fund is a £1.5 million project funded through WECA's wider Recovery Fund. It will fund voluntary and community sector (VCS) groups to deliver a variety of projects which will support residents disproportionately affected by COVID to gain better economic outcomes through improving access to skills and education. Pathways to skills and employment for these individuals will be improved by activity which supports:

- Improved social resilience and cohesion;

- Improved health and social wellbeing;
- Improved financial inclusion and resilience;
- Increased levels of volunteering leading to increased pride of place and environmental awareness.

The Primary purpose of the Monitoring Officer role is to support the delivery of the Community Support Fund through coordinating programme reporting, monitoring and evaluation processes. This will include:

- Working closely with the Community Support Fund Project Manager to develop high quality monitoring and evaluation processes for the programme which ensures learning from the programme and it's benefits to West of England residents are maximised.
- Working closely with the Regional Outreach Officer and within Local Authorities (LAs) to support them with data collection and evaluation from local projects funded through the Community Support Fund, providing support and assistance to community projects directly where needed.
- Coordinating all Community Support Fund monitoring including collating individual project monitoring and evaluation, coordinating monitoring meetings and round tables with stakeholders and part of evaluation and presenting data in a variety of reports and presentations internally and externally.

KEY RESPONSIBILITIES

1. Operate as a Monitoring Officer for the Community Support Fund as part of the wider People and Skills Team. Working closely with the Project Manager, Project Coordinator and Local Authority Officers, spreading time equally between each of the LAs and WECA.
2. Using project management skills and processes, contribute to the management of the Community Support Fund monitoring processes spanning several community projects and totalling funding of over £1 million. This will include:
 - Coordinate and lead regular weekly and monthly review meetings with LA Officers and project delivery partners;
 - Manage the end to end development, collation and reporting of formal monthly and quarterly monitoring reports;
 - Supporting the evaluation of project applications including evaluation and due diligence checks;
 - Lead on collection of evaluation data including coordinating the collection of case studies, surveys and roundtable feedback sessions with different stakeholders involved in the project;

- Provide guidance and support to community project delivery partners around monitoring and evaluation queries, including support in measuring HACT social value outcomes.
3. With support from wider expertise within the combined authority and the wider project team, design efficient data management systems and processes to support the monitoring of the Community Support Fund.
 4. Working closely with the Project Manager and other members of the WECA Grant Management and Assurance Teams to put in place funding agreements/Grant Offer Letters. Monitor delivery against these agreements ensuring that recipients achieve key milestones and issues / concerns are resolved as they arise.
 5. Work closely with the Project Manager and other colleagues to ensure accurate and timely payments to grant recipients are made. This will include carrying out necessary checks and agreeing with the Project Manager and other colleagues any appropriate further action(s) as required.
 6. Identify project and programme level issues/risks as they arise, and resolve where appropriate/recommend resolution options, including liaising with delivery partners and using influencing skills to achieve desired outcomes.
 7. Support the marketing of the project. This will include a range of activities such as identifying suitable case studies, testimonials, statistics and graphics etc.
 8. Participate in, and represent, the team at meetings with representatives of other WECA Directorates and funding recipients.
 9. Support with similar monitoring activity as part of other Recovery Initiatives and wider projects within the team as required.
 10. Must be willing and able to travel within the WECA region for some travel within local authority areas as required.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or with equivalent relevant experience (this could be around areas on analysing and monitoring data or project managing)

Experience

- Experience of communicating (written and oral) with a wide range of people.

(experience of presenting data and progress of projects/programmes in various formats including presentations, verbally and in written reports would be particularly useful).

- Experience of managing and monitoring projects including experience of evaluating benefits/impacts.
- Experience of collating and analysing data, as well as demonstrable experience of using this intelligence to inform the delivery of projects or make recommendations.
- Experience of working with a variety of stakeholders and coordinating people to work together around wider project objectives.

Skills and Competencies

- Highly organised with the ability to prioritise and with the confidence to constructively challenge existing working practices.
- Ability to work individually with minimum supervision and as part of a multi-disciplinary team.
- Proficient in the use of standard Microsoft Office products.
- Able to manipulate data for dashboards and present data effectively.
- Strong analytical skills with the confidence to ask further questions and get to the details of the data.
- Knowledge of effective records management process.
- Highly motivated with demonstrable experience of achieving personal and team objectives.
- Strong people skills with demonstrable experience of working with a range of stakeholders. Especially in supporting and advising others through challenges and issues in delivering projects.
- Passion for contributing to a project which will support residents in the West of England to gain skills which will support them to move closer to the labour market.
- Able to work with financial information, using Excel and to compile summary reports.

DESIRABLE

- Experience of working in a large public sector organisation that allocates and awards grant funding.
- Knowledge of data management protocols including adherence to data quality standards and data protection legislation.
- Experience and or knowledge of working with community and voluntary sector groups.
- Understanding of HACT Social value measures and experience of monitoring and measuring these through projects.

REWARDS AND BENEFITS

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.