

Job Description

Job Title	London Councils ESF Contract Manager
Reporting To	Programme Manager
Purpose	To support the effective delivery of the London Councils Borough ESF programme.

Key Responsibilities	Specific Tasks	Business Objective
To contract manage a portfolio of boroughs to ensure that their investment in the programme delivers required outputs.	<p>To contract manage 4/5 boroughs.</p> <p>To establish a working relationship with borough officers and to maintain regular contact on project/programme progress.</p> <p>To provide regular reports on project spend and delivery to nominated borough officers.</p> <p>To work closely with the borough officer to gain a detailed understanding of local employment and skills provision.</p> <p>To proactively identify and take steps to mitigate risks to the boroughs' investment in the programme.</p> <p>To provide clear and accurate guidance to the borough on ESF rules and regulations.</p>	To assist in the high quality delivery of the London Councils ESF Programme.

<p>To contract manage organisations funded through the London Councils ESF co-financing programme.</p>	<p>To contract manage projects in the boroughs for which you are responsible and to contract manage a number of London Councils ESF projects, including:</p> <ul style="list-style-type: none"> • Receiving, accurately processing and following up on quarterly project claims; • Conducting and following up on project monitoring visits; • Ongoing monitoring of project spend and delivery against agreed targets; • Agreeing and acting on recovery plans where project progress does not meet agreed spend and delivery targets • Providing clear and accurate guidance to projects on ESF rules and regulations 	<p>To assist in the high quality delivery of the London Councils ESF Programme.</p>
<p>To develop an open and supportive relationship with funded projects.</p>	<p>To establish and maintain regular contact with organisations to monitor project delivery and progress, providing additional assistance where required.</p> <p>To provide clear and accurate guidance to assist projects to meet required ESF audit standards.</p> <p>To suggest and help implement improvements to funded projects' systems to help them meet ESF audit requirements.</p>	<p>As above</p>
<p>Contribute to regular reports to London Councils, senior GLE staff and to the Managing Authority (MA) on programme progress</p>	<p>To provide, through the maintenance of up to date project records and regular contact with projects, timely and accurate reports on project/programme progress.</p> <p>To contribute to quarterly reporting to the MA, identifying underlying reasons for levels of project performance.</p> <p>To provide monthly reports on the activities undertaken with funded projects.</p>	<p>As above</p>

<p>Contribute to the evaluation of the programme</p>	<p>Evaluate individual organisations and contribute to the ongoing evaluation of the Programme.</p> <p>To prepare and write evaluations of borough-level programmes.</p> <p>To identify best practice and lessons learned from project programme delivery.</p>	<p>Ensure effective evaluation and promotion of the Programme</p>
<p>Contribute to the administration of the programme</p>	<p>Support the Programme Manager with all elements of the administration of the programme including:</p> <ul style="list-style-type: none"> • Accurate record-keeping; • Preparation for ESF audit; • Maintaining spreadsheets and databases; • Arranging and attending meetings; and • Assisting with reports to our clients. 	<p>As above</p>

Candidate Profile

Element	Essential	Desirable
<p>Skills</p>	<p>Excellent interpersonal and communication skills to establish a supportive relationship with a diverse range of people</p> <p>Good levels of literacy and numeracy</p> <p>Excellent negotiation skills</p> <p>High level administrative skills supported by very good ICT skills including Word and Excel</p>	<p>Computer skills including Access</p>

Qualities	<p>Self-motivated and confident</p> <p>Able to work on own initiative and as part of a team</p> <p>Willing to see tasks through to their conclusion</p> <p>Persistence in the face of challenges</p> <p>Able to provide clear guidance and difficult messages assertively</p>	Understanding of the impact of disadvantage on employment chances
Knowledge & Experience	<p>Experience of monitoring ESF funded organisations</p> <p>Good working knowledge of ESF rules and regulations</p> <p>Knowledge of the London Regional ESF Framework 2007-13</p> <p>Knowledge of the monitoring and reporting requirements of grant funding regimes</p> <p>Knowledge of a range of training organisations from various sectors</p>	
Qualifications	No specific requirement	Degree level education
Other	Evidence of the ability to organise tasks and maintain schedules, under pressure when necessary	

Conditions and Remuneration

Starting salary	£23,000
Contract	April 2009 – December 2011
Hours	09.30 – 17.30 with occasional requirement for flexibility outside these hours
Holidays	25 days

GLE is committed to equal opportunities for all, irrespective of race, colour, religion or religious belief, ethnic or national origins, gender, marital status, sexuality, disability or age.

Disabled people who meet all of the essential criteria will be invited to interview.