

Job Description

Job Title	Project Officer
Reporting To	Managing Consultant
Summary	The post-holder will be working on a large-scale and complex project, Relay London Jobs. Delivered by GLE Consulting, the project is funded by the London Development Agency. Its role is to assist jobseekers from all over London to access 2012 Games-related vacancies and training, to build a network of job brokerage organisations in London, and to improve the standards of services provided by these organisations through staff training, organisational development and quality frameworks.
Purpose	The post-holder will promote Relay London Jobs to job brokerage organisations to recruit them as new members to the network. They will disseminate vacancies across the network and screen suitable candidates, provide support to the team to organise training and provide capacity building support to Relay members.

Key Responsibilities	Specific Tasks	Business Objective
To promote, recruit and provide on-going support for Relay London Jobs Members	<ul style="list-style-type: none"> o Conduct research into job brokerage and employment support organisations currently providing services across London for potential membership with Relay. o Make visits to organisations to recruit new members and assess their existing capacity through our diagnostic tool. o Support members utilising an account management approach, responding to needs and issues as and when they arise. o Update and maintain records of members by establishing and maintaining robust database systems 	The excellent delivery of Relay London Jobs

<p>To support the team to disseminate employment and volunteering vacancies to Relay members</p>	<ul style="list-style-type: none"> ○ To provide support to the team, to ensure vacancies and work placement opportunities are disseminated to Relay members. ○ Match candidates' CVs to vacancies prior to referral to employers, ensuring the skills and experience meet the essential criteria for the role. ○ Provide feedback to job brokerage services on progress of candidates and quality of CVs to help them increase the numbers of their candidates securing employment. ○ To implement effective monitoring systems contributing to Relay's evaluation framework 	<p>As above</p>
<p>To provide organisational and administrative support to the team on all aspects of the programme</p>	<ul style="list-style-type: none"> ○ Provide support to the team to ensure effective delivery of services. This includes the booking of monthly training workshops and networking events, the coordination of training courses and the monitoring and performance management for the project. 	<p>As above</p>
<p>To provide support to Relay team to engage with employers and increase the numbers of employment opportunities for Relay members</p>	<ul style="list-style-type: none"> ○ Training will be provided on this role, but with view to taking responsibility for employer engagement over time. 	<p>As above</p>
<p>To manage any other project that will assist with meeting the aims and objectives of Relay London Jobs.</p>	<ul style="list-style-type: none"> ● To take responsibility for an area of work that may be developed over time. e.g. the project management of candidate training provision for 2012 related employment to candidates of Relay members, or the project management of networking events for members across all different sectors and client groups. 	<p>As above.</p>

<p>To maintain good working relationships with relevant partner agencies and funders, as well as ensuring good links between Relay members.</p>	<ul style="list-style-type: none"> ○ To ensure that any deadlines for delivery are met. ○ To provide any reports on project management as required including all monitoring data and evaluation. 	
<p>To undertake any reasonable additional duties related to other GLE clients and contracts as required by the Managing Director, GLE Consulting.</p>		

Candidate Profile

Element	Essential	Desirable
<p>Knowledge & Experience</p>	<p>Experience of managing projects.</p> <p>Experience of providing employment support including CV writing and job searches.</p> <p>Experience of delivering support to a range of people from diverse backgrounds and circumstances.</p> <p>Experience of juggling a large workload and meeting targets within a high-pressure environment</p> <p>Experience of liaising and communicating with people at a variety of levels and in a variety of circumstances</p>	<p>Experience of organising and coordinating workshops and training events</p> <p>Knowledge of quality assurance frameworks for organisations</p>

<p>Skills and Abilities</p>	<p>Ability to work to tight deadlines</p> <p>Ability to write high quality materials, such as project reports, updates and formal correspondence</p> <p>Ability to communicate clearly both orally and in writing, including speaking at events and workshops</p> <p>Customer/client focus skills, building rapport, responding to needs and maintaining positive relationships</p> <p>A high level of organisational skills, including the ability to prioritise and organise tasks, maintain schedules under pressure and work to deadlines</p> <p>Analytical skills for diagnostics, monitoring and the drafting of reports and briefings for senior managers, steering groups, clients or other partners</p> <p>Ability to maintain accurate electronic (and in some cases paper-based) records and to produce excellent correspondence and reports to clients and partners</p> <p>Evidence of high level computer skills, including use of Word, Excel, databases – with a high level of accuracy in entering and checking data</p>	<p>Skills in supporting the recruitment process, sourcing vacancies, screening and matching candidates and monitoring outcomes</p> <p>Skills in managing complex projects or programmes</p> <p>Skills in providing one-to-one support (information, advice and guidance) to service-delivery organisations</p>
<p>Qualities</p>	<p>The ability to liaise with and deliver support to a wide range of organisations</p> <p>Reliable, results-driven, trust-worthy and flexible</p> <p>The ability to work supportively within a team</p>	
<p>Qualifications</p>	<p>A-levels or qualifications at an equivalent level</p>	

Other	<p>Other tasks commensurate with the job role</p> <p>To be able to travel to a variety of locations in London</p> <p>To work occasionally in the evenings as the job demands</p>	
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Conditions and Remuneration

Salary	£25,000-£27,000 depending on experience (Fixed term until March 2010)
Hours	09.30-17.30 Mon-Fri
Location	Boardman House, Stratford London

GLE Group 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.