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| **Job Description** | |
| **Job Title:** | Skills Bootcamp Assistant Programme Manager |
| **Reporting to:** | Programme Manager |
| **Work Base:** | Wyvern House, Winsford, hybrid working in place |
| **Salary:** | FTC a minimum of 12 months,£54,500 |
| **Reviewed/Updated:** | February 2025 |
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| **Main Purpose of Role:** | |
| To join a small but multi-talented team responsible for the successful delivery of the Department for Education (DfE) funded Skills Bootcamp programme. As a key member of the team, you will need to have an agile mindset and be someone who enjoys a dynamic workplace where the team is constantly seeking to improve its processes and ways of working.  To provide effective programme management for the Skills Bootcamp programme delivered by ECW and funded by the Department for Education. The role encompasses the whole programme cycle including programme design appraisals, contracts, claims, risk management and reporting to the Skills Bootcamp Steering Committee, Government Departments and Local Authorities.  To ensure that the Skills Bootcamp programme is delivered on time, on budget, achieves the defined outcomes and meet the highest standards of public sector governance and transparency, including ensuring that individual skills bootcamps deliver good value for money, and to support the achievement of the Cheshire & Warrington strategic objectives. To provide and support a centre of expertise for programme management including finance and contract management to the wider skills bootcamp team and stakeholders. | |
| **Key Responsibilities:** | |
| * To provide the functions of a Programme Office with direct responsibility for the delivery of the Skills Bootcamps programme. * Co-ordinate overall programme management and performance reporting on all aspects of the skills bootcamps programme, including:   + The determination of key performance indicators and annual targets against which the performance of the ECW can be measured.   + The monitoring of progress of projects and the overall programme and reporting of achievements against key milestones and deliverables.   + The monitoring and reporting of key financial indicators.   + Risk and issue management * Support and advise grant applicants for Skills Bootcamp funding and prepare papers on applications for consideration, as required, by the Skills Bootcamps Steering Committee. * Draft contracts for authorisation by the Finance and Commercial Director and monitor progress against contracts on all funded projects and others as required. * Oversee the processes for monthly reporting of outputs and grant claims from training providers including the development of on-line tools to facilitate data collection and validation. * Manage the timely completion and submission of any DfE required documentation. * Keep an audit trail on all projects to help ensure compliance with DfE requirements and where required support the achievement of an unconditional internal audit reports. * Liaise with ECW colleagues and Local Authorities with respect to cash receipts and payments associated with programme funding. | |

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| **Programme Org Chart:** |
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| **Reporting Lines:** |
| - Responsible to the Programme Manager |

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| **At a Glance Summary:** | |
| **Managing Others** | * Responsible for my own work. |
| **Level of responsibility** | * Business impact of role is at an operational level. * Required to complete a mixture of routine and non-   routine tasks. |
| **Specialist knowledge:** | * Able to complete the tasks associated with the role effectively following specific job training or through previous relevant experience and a short induction period. * Demonstrates familiarity with a range of activities through acquired knowledge and on the job experiences and / or structured training. * May be working towards (or possess) a professional   qualification. |
| **Problem Solving & Decision Making** | * Work (in the majority of cases) is based on established, routine ways of working. * Has autonomy over decisions related to prioritisation and re-prioritisation of tasks as best sees fit. * Solves problems on a range of routine tasks within own competence, can escalate or seek advice from line manager as and when required using own judgement. * Influences on decision making are usually internal. |
| **Planning & organising** | * Work usually follows a regular daily, weekly or monthly operational cycle. * Plans and schedules largely correspond to this cycle with little autonomy or scope to change the activities   that fall within this operational cycle. |
| **Communication & Influencing Others** | * Requires verbal communication with others on a regular, day to day basis. * Creates written communications for others e.g. reports and presentations, with a view to inform and influence   others within the parameters of the role. |

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| **Person Specification** | | |
| **Specification** | **Essential (E)**  **Desirable (D)** | **Method of Assessment** |
| **Education & Training** | | |
| * **Relevant work experience across a broad range of financial and administrative tasks.** * **Degree level educated or equivalent in relevant discipline** * **Prince 2, MSP or any other recognised project and programme management qualification, or knowledge/ experience in theoretical planning, management & delivery of projects and programmes from start to finish** | **E**  **D**  **D** | **Application/Interview**  **Application**  **Application** |
| **Skills & Abilities** | | |
| * **Excellent organisational and prioritising skills** * **Excellent communication skills, including report writing and delivering presentations.** * **Strong problem-solving skills and able to work on own initiative .** * **Good interpersonal skills. Able to build effective relationships and network,** * **Proficient in IT/Microsoft 365 packages.** * **Developed literacy and numeracy skills.** | **E E**  **E**  **E**  **E E** | **Application/Interview Interview**  **Application/Interview**  **Interview**  **Application/Interview Application/Interview** |
| **Achievements and Experience** | | |
| * **Experience in an accounting financial role, with a working knowledge of financial procedures and policies.** * **Experience in the preparation of audit information.** * **Knowledge and experience in core project management techniques, including:**   + **Financial monitoring**   + **Risk/Issue monitoring**   + **Performance monitoring**   + **Contract management** * **Experience of collating data and ensuring consistency of the quality of that data.** * **Experience working to tight targets and deadlines** * **Knowledge and experience of public sector procurement** * **Experience of Government grant funded projects** * **Experience of handling confidential information and**   **maintaining its security in line with GDPR.** | **E**  **E**  **E**  **E**  **E**  **D**  **D**  **D** | **Application/Interview**  **Application Application/Interview**  **Application/Interview**  **Application/Interview Application**  **Application**  **Application** |
| **Personal Attributes** | | |
| * **Ability and desire to learn** * **Ability to work flexibly and as a part of a team** * **Ability to work under pressure and establish priorities to**   **meet deadlines** | **E E E** | **Application/Interview Application/Interview Application/Interview** |
| **Other** | | |
| - **Valid UK Driving Licence and/or the ability to travel across**  **Cheshire & Warrington.** | **E** | **Application** |