



Job Description	
Job Title:	Programme Co-ordinator – Skills Bootcamp
Reporting to:	Programme Manager
Work Base:	Wyvern House, Winsford, hybrid working in place
Salary:	1.7 £25,000 to £30,000 per annum/pro rata
Reviewed/Updated:	July 2024

Main Purpose of Role:

To be a key member of the Skills Bootcamp management team, ensuring the successful delivery of the Department for Education funded Wave 5 programme and the potential Wave 6 programme. To support in the day-to-day delivery for all aspects of the programme, including fund/grant tracking & management, compliance with DfE evidence, monitoring, evaluation & audit requirements of the Skills Bootcamp projects and its delivery partners.

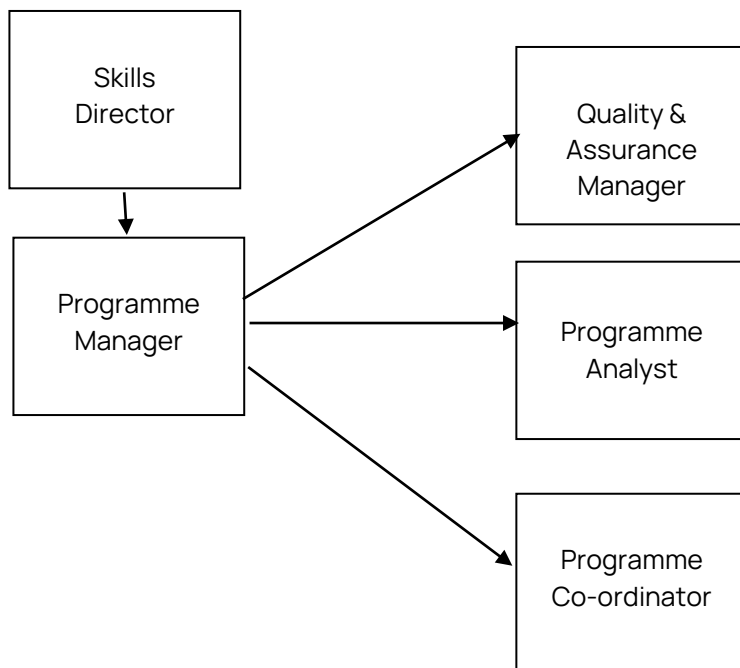
Key Responsibilities:

1. Provide efficient and effective general financial and administrative support to the Skill Bootcamps, to enable seamless project delivery, collaborating with the central Finance & Commercial Team to:
 - a. Monitor / control timely payments to training providers / claims to all delivery partners
 - i. Monthly reconciliation
 - b. Assist with evidence requirements for claims to DfE
 - c. Support the Programme Manager to engage with partners to schedule & complete regular quality assurance checks at agreed intervals, including meeting quality assurance requirements and visits set by DfE.
 - d. Ensure accurate data capture to allow a final evaluation against the funding agreement to be produced
 - e. Assist with the month & year end processing, including fulfilling all audit requirements of Cheshire East Council, as ECW's accountable body.
2. Support the maintenance of strong monitoring & administration systems to gather and collate accurate intelligence on employers, learners and project information from a range of suppliers/delivery partners for the Skills Bootcamps.
3. Coordinate and collect project initiation and project monitoring information, which supports the work of the Skills Bootcamp team, and meets the national monitoring and financial requirements.
4. To analyse and interpret data from a wide range of sources and accurately present in a variety of formats for various stakeholders and boards, which supports the work of the Skills Bootcamps.
5. Support engagement throughout the delivery phase, by undertaking visits & regular project meetings with suppliers/delivery partners, where appropriate for the purpose of relationship management, collating data and responding to intelligence. Provide support in implementing actions arising from these engagements.
6. To develop good working relationships with colleagues across all organisations (internal and external).



7. Undertake such additional duties as can be reasonably expected with the level of this post, including wider project support functions, including but not limited to:
- a. Support the Programme Manager with activity related to grant application process for potential training providers: application evaluations / issuing offer letters / updating and uploading within relevant databases.
 - b. Undertake risk and issue management, to ensure the Programme Manager has appropriate visibility, escalating key matters arising, as well as creating & implementing strong mitigating action plans.
 - c. Assist with any marketing activity as and when required.

Programme Org Chart:



Reporting Lines:

- Responsible to the Programme Manager



At a Glance Summary:	
Managing Others	<ul style="list-style-type: none"> Responsible for my own work.
Level of responsibility	<ul style="list-style-type: none"> Business impact of role is at an operational level. Required to complete a mixture of routine and non-routine tasks.
Specialist knowledge:	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.



Person Specification

Specification	Essential (E) Desirable (D)	Method of Assessment
Education & Training		
- Relevant work experience across a broad range of financial and administrative tasks.	E	Application/Interview
- Degree level educated or equivalent in relevant discipline	D	Application
- Prince 2 Foundation, or knowledge/ experience in theoretical planning, management & delivery of projects from start to finish	D	Application
Skills & Abilities		
- Excellent organisational and prioritising skills	E	Application/Interview
- Excellent communication skills, including report writing and delivering presentations.	E	Interview
- Strong problem-solving skills and able to work on own initiative .	E	Application/Interview
- Good interpersonal skills. Able to build effective relationships and network,	E	Interview
- Proficient in IT/Microsoft 365 packages.	E	Application/Interview
- Developed literacy and numeracy skills.	E	Application/Interview
Achievements and Experience		
- Experience in an accounting financial role, with a working knowledge of financial procedures and policies.	E	Application/Interview
- Experience in the preparation of audit information.	E	Application
- Knowledge and experience in core project management techniques, including: <ul style="list-style-type: none"> ○ Financial monitoring ○ Risk/Issue monitoring ○ Performance monitoring ○ Contract management 	E	Application/Interview
- Experience of collating data and ensuring consistency of the quality of that data.	E	Application/Interview
- Experience working to tight targets and deadlines	D	Application Application
- Knowledge and experience of public sector procurement	D	Application
- Experience of Government grant funded projects	D	
- Experience of handling confidential information and maintaining its security in line with GDPR.	D	
Personal Attributes		
- Ability and desire to learn	E	Application/Interview
- Ability to work flexibly and as a part of a team	E	Application/Interview
- Ability to work under pressure and establish priorities to meet deadlines	E	Application/Interview
Other		
- Valid UK Driving Licence and/or ability to travel across Cheshire & Warrington.	E	Application