

Job Title

South Yorkshire LSIP Project Co-ordinator

Job Status

Fixed-Term Contract (18 months)

Salary

£27,000-£32,000

Reporting

Head of Policy and Partnerships

Key Relationships

Internal	External
Head of Policy and Partnerships (Project Sponsor)	Project Partners – Sheffield and Barnsley & Rotherham Chambers
Colleagues	Partner Organisations and Stakeholders, including SYMCA, local authorities, DfE and Ofsted
CEO	Delivery Bodies – notably FE Colleges and Training Providers
	Project Sub Contractors/Service Providers

Supervisory Responsibilities

None

Main Duties & Tasks

The primary focus of this role is to provide day-to-day management of the Local Skills Improvement Plan (LSIP) Stage 2 implementation project. Working closely with the Project Sponsor, the postholder will provide a central co-ordination role in development of activity directly funded through the project and, more importantly, ensure the effective review and monitoring of wider stakeholder activity that contribute to delivering the recommendation of the South Yorkshire LSIP.

The role will also work with partners to identify project activity including commissioning relevant research and insight to support the objectives of the project and further strengthen the skill eco-system to ensure education and training provision meets the needs of employers and demands of the labour market.

Key duties will include:

- Project Management:
 - Maintaining and reviewing project plan and accurately reporting progress against plan including spend profiling and forecasting and ensuring upcoming actions and milestones are highlighted
 - identifying and reporting back any issue that would affect project delivery to ensure appropriate resolution
 - Attending and arranging relevant meetings, events and workshops to ensure effective project delivery.
 - Supporting with regular progress reports to relevant bodies
 - co-ordinate governance and ensure agreed activity is delivered
 - commissioning project related activity including external research and insights and business case development
 - Managing any relevant supplier contracts
 - undertake effective budget monitoring and timely completion of claims including liaison with DfE
- Monitoring & Review
 - develop project monitoring framework with partners
 - keep roadmap and priorities under review and oversee effective management of work packages and related activity
 - lead the publication of annual review and commissioning of end of project evaluation
 - liaise with FE Colleges to ensure effective Ofsted inspection
- Partnership/Stakeholder Engagement
 - Pro-actively engage with partners and stakeholders to ensure regional LSIP activity is effective and co-ordinated
 - Maintain effective relationships with stakeholders and delivery partners
 - Attend networking and business events where appropriate to build networks and champion the implementation of LSIP

In addition, duties will include:

- Providing policy advice and potential project development support to wider skills and enterprise activity identified outside of the LSIP project
- Adopting a solutions-focused and flexible approach to all activities
- Analysing policy relating to relevant LSIP activity and advising on potential impact on the project and embedding of outcomes post-project delivery
- Provide support to Project Sponsor and Chamber partners on all aspects of delivery when required
- Support effective marketing and communications activity
- Acting on behalf of the three South Yorkshire Chambers in all matters relating to the project

- Demonstrable experience and knowledge of employment and skills policy and delivery in an economic development context
- Understanding of how post-16 employment and training provision is delivered in a local and national context
- Strong track record of project management and management of budgets and external funding (preferably with a relevant recognised PM qualification)
- A high level of personal drive and commitment to excellent service delivery and customer care
- Solutions focused with the capacity to solve problems to meet operational targets and deliver targets through effective use of resources
- Working knowledge of marketing and communications activities including event delivery
- Excellent partnerships skills including influencing and networking
- Ability to work on own initiative & to deliver to tight deadlines
- Creative thinker able to contribute ideas

Key Performance Indicators

- Ensure Project Plan is regularly reviewed and updated effectively
- Ensure LSIP financial claims and monthly highlight reports are submitted to DfE on time.
- Devise effective project monitoring framework
- Deliver two Annual Reviews by end of June 2024 and 2025 including end of project evaluation
- Deliver agreed activity funded by the project and in line with Chamber LSIP lead priorities ie. Business engagement, provision of hints and tips advice, LSIP focused events and research and insight/deep dive commissioning (working with Chamber partners)

Additional KPIs and tasks may be agreed and added from time to time according to business needs.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned