Coventry City Council

Job Description and Person Specification

Employment Link Project Officer

Job Details	
Grade	GRD6
Service	Employment & Skills
Location	City Wide
Job Evaluation Code	D2055D

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

Develop and maintain processes for managing projects within Employment and Wellbeing programmes. Oversee systems to manage costs, outcomes, and outputs effectively, reducing organisational risk. Establish thorough audit procedures to meet contractual obligations and optimise revenue. Support in designing initiatives, evaluating outcomes, and securing funding to sustain critical Jobs Strategy services.

Main Duties & Key Accountabilities

Acting as the Project Officer for externally funded initiatives within the employment team, ensuring

adherence to funding provider terms and conditions.
Creating simple project processes to report costs and results to management and funders, while also improving audit checks and budgetary control.
Negotiating with clients, partners, suppliers and external funding agencies to achieve contract requirements and effective use of resources including funding agency promotional requirements.
Checking all project paper work, ensuring all paperwork is audit compliant and meets the guidance outlined by the funding provider
Representing the Team at events and exhibitions and at management meetings for partnership projects
Establishing a wide range of local and regional contacts for evaluation, dissemination and programme development purposes
Creating and sharing positive case stories, including case studies, preparing press materials and organising team activities for events and exhibitions.
Managing the client database, ensuring the integrity of client data and using information technology to pursue the key duties of the post
Working with external agencies to ensure integrity of data and compliance with data protection
Managing the quality and evaluation procedures within the project and work with the team members to develop methods for continuous improvement

Key Relationships	
External:	Clients Partners Suppliers External funding agencies
Internal:	Managers Principal Employment Officers Team members Employment Project Manager

Standard Information
Post holders will be accountable for ● carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &

Coventry City Council

Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
● any other duties and responsibilities within the range of the salary grade.

Responsible for
No People Management Responsibilities

Person Specification				
Requirement Type	**Int**	**App**	**Ass**	**Requirement**
Knowledge				Understanding of welfare-to-work funding frameworks and DfE/DWP programmes, with knowledge of partner strategies that support employment outcomes and economic growth.
Knowledge				Knowledge of best practice in project management, principally in relation to monitoring, evaluation and financial management.
Knowledge				Knowledge of Client Tracking Systems, must be able to manage information and collate data for performance review purposes.
Knowledge				Possess a good knowledge of audit compliance procedures and capable of creating and overseeing processes to meet contractual obligations and safeguard funding sources.
Skills And Ability				Good negotiating and influencing skills when working with Team members and Funding Provider.
Skills And Ability				Excellent information technology, able to think systematically and develop processes, record, analyse, present complex information, and prepare written material.
Skills And Ability				Able to prepare financial forecasts and maintain a budgetary control system using spreadsheets and

				other digital methods.
Skills And Ability				Able to evaluate programmes against performance criteria and make recommendations for future action.
Skills And Ability				Able to manage personal time, set priorities and achieve goals and targets.
Skills And Ability				Capable of working flexible within a team environment, including early morning or evening commitments and travel to local and regional locations.
Experience				Experience of managing complex projects that require the regular monitoring and reporting of financial and budgetary and output information.
Experience				Experience of working with partner organisations to achieve common goals.