



Coventry City Council

Job Title:	Project Manager – Your Vision, Your Future	Job Code:	P1572D
Service:	Libraries, Advice, Health and Information	Post Number:	
Location:	One Friargate, Floor 9	Grade:	7

Our values:

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.

Job Purpose:

1. To support the Head of Libraries, Advice, Health and Information and the Programme Delivery Manager in effectively delivering the Resettlement Project for Coventry

Main Duties and Responsibilities:

1. Support the Programme Manager and other key stakeholders within the wider City Council in the strategic direction and management of the YEI/ESF Your Vision, Your Future project.
2. Contribute to the success of the Migration service by contributing as a member of the management team providing critical input into the achievement of the service and ensuring that issues of integration and support for migrants, refugees and newly arrived communities are raised as appropriate.
3. Provide a key resource within the City Council for partner agencies in both the statutory and voluntary sector to utilise, inform and shape practice in the City around the needs of refugees and migrants, to support the work delivered through the Your Vision, Your Future project.
4. Represent and support the Cabinet Member, Assistant Director, Head of Service and the Programme Delivery Manager at meetings with Elected Members, senior managers within the Council, regional and national events and partnerships and any local requirements including public meetings in relation to the Your Vision, Your Future Project.
5. Advise and support the Head of Service and the Programme Delivery Manager and other relevant senior managers in operational planning, performance management, presentations, written reports and strategy documents as required for this project.
6. Take a lead in negotiating, liaising and reporting on any contracts or agreements related to the Your Vision, Your Future project that the City Council enters into with other local partners. Ensure that appropriate sub-contracts with local providers are in place and are managed accordingly.



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7. Carry out research, compile reports and project manage pieces of work on behalf of the project, ensuring work is progressed, co-ordinated and completed within timescales reporting back to the Programme Manager and Head of service.
8. Manage the project to agreed time, budget and deliverable quality, as set out in appropriate agreements with the Funder and partner organisations.
9. Develop and maintain information systems including appropriate use of the Protocol social care system for any refugees or migrants the City Council has a responsibility for. Ensure appropriate steps are in place to manage the transfer of confidential data between the City Council and its partners to support clients as a part of this project.
10. Attend the appropriate officer meetings to support and develop the work of the Your Vision, Your Future Project as project lead.
11. Co-ordinate and lead relevant meetings to ensure that the partners are being supported and guided in delivering the Your Vision, Your Future project. This will include supporting and where appropriate leading the delivery of Project Committee and/or Project Steering group meetings
12. Represent the Head of Service and Programme Delivery Manager to provide cover for any other members of the Service management team relevant to this project.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars



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Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Business Support Officer, Employment Officer (Employer Engagement): Education Co-ordinator

Responsible to: Programme Delivery Manager

Date Reviewed: 25 August 2021

Updated: 20 May 2022



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Coventry City Council

Person Specification

Job Title:	Project Manager (Your Vision, Your Future)	Job Number:	P1572D
Service:	Libraries, Advice, Health and Information	Post Number:	1037133
Location:	One Friargate	Grade:	7

Area	Description
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Knowledge:	<ul style="list-style-type: none">An in-depth knowledge of migration issues, relevant legislation, the City Council's statutory responsibilities and the roles of various partners.
	<ul style="list-style-type: none">Knowledge of the Council's associated strategies relevant to migration and the wider Libraries, Advice, Health and Information Service.
	<ul style="list-style-type: none">Good understanding of the principles and practice of performance management and continuous improvement in a complex set of services.
	<ul style="list-style-type: none">Knowledge of current national policy, and potential future policy development and legislative changes affecting migration into Coventry and potential impacts on the City Council.
	<ul style="list-style-type: none">Knowledge and application of EU Procurement rules and best practice principles

Skills and Abilities:	<ul style="list-style-type: none">Highly developed communication skills, written, oral and presentational.
	<ul style="list-style-type: none">Self-management skills, to enable workload organisation, prioritisation and implementation, with minimum supervision.
	<ul style="list-style-type: none">Ability to review current working practices, partnerships and policies and recognise and introduce innovative solutions by way of alternative partnerships, policies or strategies to improve the delivery of any services commissioned in this area, and any support arrangements for migrants of any type in the City.
	<ul style="list-style-type: none">Ability to understand and interpret constantly changing patterns of migration, changing legislative requirements, changing perspectives from key statutory partners.
	<ul style="list-style-type: none">Strong partnership and relationship management skills internally and externally.
	<ul style="list-style-type: none">Able to undertake research, analyse and interpret written information, numerical data and statistics and prepare reports to assist decision-making.
	<ul style="list-style-type: none">To manage change positively and constructively.



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Experience:	• Experience of successful interaction and negotiation with all levels of management and elected members.
	• Experience of partnership working and leading partnerships
	• Experience of performance management
	• Undertaking analytical research, analysis and interpretation of complex policy areas and producing solutions to complex organisational challenges.
	• Extensive experience of managing EU and other externally funded projects
	• Demonstrable experience of developing Project management tools to get projects running from the ground.

Educational:	• First degree or equivalent or
	• Evidence of continuous professional development or
	• PRINCE2 Qualified or working towards it

Special Requirements:	
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Date created: May 2019

Date Reviewed: August 25th 2021

Updated: May 2022



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