

Job Description and Person Specification

Role: Programme Development Officer Coventry & Warwickshire Business Support Programmes



Job Description

Job Title	Programme Development Officer Coventry & Warwickshire Business Support Programme
Grade	6
Service	Economic Development Service (Regeneration and Economy)
Reports to	Programme Manager
Location	One Friargate, Floor 6
Job Evaluation Code	D2829D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our Priorities: Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, and tackling the causes and consequences of climate change.

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:



About the Service your team will provide

Purpose of the role

To contribute to the achievement of the vision, objectives and policies of the One Coventry Plan by promoting opportunities for external funding and securing external funds for supporting local businesses, helping them to expand, create new jobs and help to increase the economic prosperity of the city and region. Provide data entry and management support as well as Marketing support to externally funded business support programmes including national, regional and local funds, to CCC officers, politicians, relevant programme boards and local organisations.

To contribute to the achievement of the vision, objectives and policies of the City Council by promoting opportunities for external funding and securing external funds to meet the City's economy, jobs and sustainable communities priorities. Provide support and advice on external funding, including national and regional funds, to CCC officers, politicians, relevant programme boards and local organisations.

Between September 2024 and 31st March 2025, this post will entail working on the Project Management Function for the Coventry & Warwickshire Business Support Programmes.

The post is UK Shared Prosperity Funded.

Main Duties & Key Accountabilities

Core Knowledge

1. Work as part of the Economic Development Team/ Regeneration & Economy, assisting the Programme Development Manager in delivery of the Business Support Programmes.
2. Support the Programme Delivery Partners by providing giving high-level guidance, advice and training support on good practice in preparing claims for the programme.
3. Provide support in monitoring spend and outputs (such as N+2 spending targets) for UKSPF the Business Support programmes, and liaising with Ministry and Project Managers where necessary.
4. Support strand managers from the Business Support Programme through a variety of means, including briefings, presentations, funding workshops/surgeries, media work and training events.

5. Conduct monitoring visits to project partners, alongside the Ministry as required.
 6. Provide a flexible advice and support service on external funding opportunities including national and regional funds for council officers, members and partners.
 7. Plan and manage the programme budget in accordance with the financial requirements of the City Council, Government and external funders.
 8. Support and work with the Programme Development Manager to ensure the project funding is successfully managed.
 9. Build relationships with project partners responsible for managing programme strands, in order to ensure best practice is shared and the benefits from funding opportunities are maximised.
 10. Represent the Programmes at meetings of local partnership groups, sub-regional forums, regional bodies, networks and other funding bodies.
 11. Maintain links to a variety of internal and external partners for the purpose of project development. To deputise for the Programme Development Manager when required.
 12. Maintain partnerships and joint working amongst key partners at a local and regional level by attending meetings, conferences and seminars.
 13. Work with the Programme Development Manager to ensure that the Business Support project is closed down correctly, and that all information that may be required for a future audit is in place to minimise the risk of grant claw-back.
 14. Any other duties and responsibilities associated with the Business Support Programme, within the range of the salary grade as assigned by the Business Development Manager.
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Key relationships

External	Internal
Businesses Funding Organisations (WMCA and Government) Lead Partners Appointed Partner Organisations CCC Stakeholders	Other teams within Economic Development Services Other teams within Business, Investment & Culture Legal, Procurement, Marketing teams Other teams within CCC if needed.

Standard information

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

<p>Staff managed by postholder:</p> <p>No direct reports</p>

Person specification

Job Evaluation Code	Job number D2829D/ Post number 1019415
Knowledge	
Knowledge of current regeneration policy and funding programmes.	
Knowledge and understanding of the processes and criteria for accessing external funding programmes i.e. Government, National Lottery, and Regional.	
Understanding of project management techniques, including performance management and evaluation.	
Skills and Abilities	
An enthusiasm for tackling regeneration issues.	
Communicate effectively at all levels both orally and in writing to a wide range of audiences.	
High-level interpersonal skills and the ability to make presentations to organisations/groups.	
Effective organisational skills and an ability to work unsupervised and demonstrate initiative.	
High-level ICT skills - word processing, spreadsheets, databases and other appropriate systems.	
Experience of data	
Experience of marketing	
Experience of working within the Council	
Able to understand and manage financial information	
Able to negotiate and reach agreements	
Work flexibly, as part of a team, and demonstrate creativity and imagination.	
Ability to develop and write major funding applications.	
Ability to work effectively with multi-sector partnerships, acting in the lead role to coordinate major funding applications.	
Experience:	
Experience of preparing successful funding applications.	

Experience of partnership working.
Relevant work experience in a funding or policy environment.
Experience gained in other fields of work that demonstrates the capacity to deliver the key tasks of the job and acquire any knowledge or skills that might currently be absent.
Educational
Degree or equivalent qualification or have significant relevant experience.
Special Requirements
This post requires some evening and occasional weekend work.

Date Created	May 2018	Date Reviewed	July 2024
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