

Job Description

Post:	Project Assistant	Job Number:	
Service:	City Employment & Wellbeing	Post Number:	
Location:	One Friargate & Job Shop	Grade:	3

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:

To support the development and implementation of regeneration strategies, policies and projects in relation to skills, training and employer placements on behalf of the Employment Team.

Main Duties and Responsibilities:

1. Facilitating

- Ordering goods, services and reconciling payments
- Assist in the effective day-to-day running of the Team's projects which includes:
 - dealing with queries, answering calls, booking appointments, arranging and minuting meetings;
 - diary management support and database maintenance;
 - providing a reception service; -processing claims for payment;
- Participate in welcoming clients to the Job Shop or other services, advise them of support available assist clients in creating / updating CVs and with the completion of application forms.
- Support officers in work with clients and partners especially around the local jobs and employer placement issues.
- Support the data capture needs of officers and ensure audit trails are secure.
- Assist with researching and developing new project bids for submission to funding bodies.

2. Monitoring and Evaluation

- Support the efficient operation of monitoring and evaluation systems for the Team
- Collect information on economic activity in the sub-region (and wider where appropriate) and consider the likely impact of developments on the local labour market.
- Assist in the maintenance of an effective budgetary control system for the activities of the team.
- Assist in the monitoring, analysis and evaluation of the performance of the main activities of the team, particularly in relation to outputs and outcomes of the team's contribution to the Jobs Strategy.

3. Marketing

- Assist in the implementation of a marketing plan to deliver our services to various communities of interest.

4. Representation

- Deputise at meetings to represent the Employment Team, where necessary. Actively network with partners and build and maintain partnerships for the regeneration of Coventry.
- 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

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:

Responsible to: Youth Service Manager – Employment Team

Date Reviewed:

Updated: August 2021



Coventry City Council



Person Specification

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Service:	City Employment & Wellbeing	Post Number:	
Location:	Friargate & Job Shop	Grade:	3

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Awareness of issues relating to skills and employment, including problems faced by disadvantaged groups in society.• The role of key agencies, such as the Local Authority, the Local Enterprise Partnership, Job Centre Plus and their part in local economic development strategies.•
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Skills and Abilities:	<ul style="list-style-type: none">• Excellent interpersonal skills in order to communicate clearly and politely both • verbally and in writing to colleagues and clients• Effective organisational skills and the ability to work to deadlines and achieve targets.• Able to work as part of a multi-disciplinary team.• Able to undertake occasional evening and weekend work.• Ability to produce information from IT systems in a clear format.•
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Experience:	<ul style="list-style-type: none">• Evidence of working in partnership or groups.• Use of basic Microsoft packages.•
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Educational:	<ul style="list-style-type: none">• Experience of working in this field.• Substantial experience of financial administration.•
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Special Requirements:	
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Date Reviewed:

Updated: August 2021