

JOB DESCRIPTION

Post title:	ESF eChampions Project Manager
Post No:	tbc
Salary:	£34,000 per annum pro rata
Location:	Beeston Campus (Moving to Middle Street)
Working pattern:	0.5 post, 20 hrs/week Fixed term 3 Years (until 31 April 2012)
Directorate:	Technology & Construction
Responsible to:	Head of AxisCentre, T&C

Purpose of the role: Managing the successful development and delivery of the ESF eBusiness Champions programme; an innovative eBusiness events and learning programme that will educate, inform and engage business leaders across the region in order to understand and exploit the commercial potential of the web through eBusiness. The project is funded by ESF and represents a consortium of colleges plus transnational partner and is led by Castle College.

This post holder will oversee the overall project outcomes on behalf of the college consortium, and working with the Head of AxisCentre Castle College, help lead and shape the scope, technology and content of all events, the learning programme and its delivery mechanisms, as well as the engagement of suitable business leaders as project beneficiaries.

General responsibilities:

- To observe all college policies, procedure and working practices
- To work in collaboration with all stakeholders to achieve the college's strategic aims
- To strive towards continuous improvement and to foster an enterprising culture
- To undertake any other duties which are reasonable within the scope and grade of this post
- To ensure the effective implementation of the College's Equality and Diversity Policy and supporting action plans
- To contribute towards the delivery of high quality education for all students
- To act as an ambassador for the College in all aspects of this key employer/business and eBusiness focused initiative.

- Responsible for implementing published College and individual Department's policy to ensure the health, safety and welfare of all staff coming within your area of control and for ensuring that staff, students and visitors, within your area of control, are provided with appropriate information, instructions and supervision to ensure safe working practices within the College
- To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions whilst at work. You are also required to co-operate with the College to enable it to fulfil its legal duties and responsibilities

Principal accountabilities

1. To manage the ESF eChampions contract deliverables monitoring, guiding others and working directly within the project delivery team to ensure that all project targets and milestone are met.
2. Liaising with the External Funding teams, Employer engagement account managers, and any other nominated contacts with the partner network of colleges and transnational partner.
3. Work with the Head of AxisCentre Castle College and project delivery team to jointly lead and shape the scope, technology and content of all events, the learning programme and its delivery mechanisms, ensuring a close fit with the strategic, tactical and practical eBusiness and web technology learning needs of key decision makers (beneficiaries) in targeted employer/business sectors groups.
4. Oversee the marketing and engagement of suitable business leaders as project beneficiaries
5. Supporting managers in the formulation of delivery and progress reports at Dissemination points and other milestones.
6. To lead the development of a shared quality project information, learning and dissemination web portal accessible to all partners including the consultation, preparation of functional specification and design by subcontractors.
7. Attract interesting and relevant speakers to speak at learning, social and networking events related to the project, and to participate in the comparing, hosting and speaking at events as part of a team.
8. To engage external organisations who can share knowledge and inform the learning, content quality issues. Eg Sector Skills Councils.
9. To assist the Division Head and Director of Faculty in preparing for all College inspections as necessary.
10. To work across partners and with the Quality Directorate to improve quality and innovation with employer engagement provision.

Note

This Job Description provides an overview of the principal accountabilities of the post at this point in time; your accountabilities will include but will not be limited to those detailed. It is anticipated that the content of posts will evolve and change over time, providing further opportunities for professional growth and development. As such the balance of duties within the job description will change within the broad remit of the post.

This Job Description does not form part of your contract of employment.

PERSON SPECIFICATION

	Essential / Desirable	A	I	R
Educational qualifications <ol style="list-style-type: none"> Degree holder or equivalent Good general education 	D E	✓ ✓	✓ ✓	
Experience <ol style="list-style-type: none"> Experience of leading & managing technically and strategically complex projects Experience of innovation within the Internet/eBusiness technology fields Experience of successfully leading and managing a team Experience of dealing at senior management/board level Experience of technology projects involving overseas partners Experience of training and presenting events Experience in employer or business engagement Experience in building and working within online and face to face business communities/networks 	E D E E D E D D	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	
Knowledge <ol style="list-style-type: none"> Knowledge of the entrepreneurial and commercial application of the web strategic, tactical and practical level. Understanding of SMEs and their technology and business needs 	E E	✓ ✓	✓ ✓	
Skills <ol style="list-style-type: none"> Able to demonstrate strong communication skills Able to lead and influence others up to senior manager/board level Clear and accurate report writing and written skills Able to work effectively on own initiative Able to prioritise objectives and meet deadlines Able to identify problems and suggest effective solutions 	E E E E	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓	
Personal qualities <ol style="list-style-type: none"> A strong and effective influencer of people The ability to multi-task and manage workloads The ability to interpret, analyse and respond to complex numerical data Experience of developing and managing projects from inception through to completion 	E E E E	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	

5. Full driving licence, with use of a car for work purposes	D	√	√	
Equal opportunities 1. To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all. In additional knowledge of or commitment to acquire knowledge or the DDA 1995 (as amended by the Special Educational Needs and Disability Acts 2001)	E		√	

Assessment Methods:

A = Application

I = Interview

R = Reference

Important information

Terms and conditions of employment

The terms and conditions of employment are those specified in the contract of employment. Principal accountabilities are not limited to those detailed, and will be subject to annual review.

Equal Opportunities statement: (current Broxtowe statement below)

We are committed to the fair and equal treatment of potential and existing employees irrespective of race, colour, nationality, ethnic or national origin, religion or belief, age, disability, gender, sexual orientation, marital status, ex-offending background or any other potentially discriminatory factor.

Return of application forms

Application forms should be returned to the HR Department, Castle College, High Road, Chilwell, Beeston, Nottingham, NG9 4AH

Acknowledgement of applications

We are unable to normally acknowledge receipt of applications. If you wish to receive and acknowledgement please enclose a stamped addressed envelope. If you have not been contacted by the College within three weeks of the published closing date we are sorry to advise that your application will not have been successful on this occasion.

Disclosure from the Criminal Records Bureau

This post will potentially have contact with children and vulnerable adults and as such a satisfactory disclosure from the Criminal Records Bureau (CRB) is required as a condition of any offer of employment. A copy of the CRB's code of practice, which the college complies with, is available on request from Human Resources.

Recruitment of ex-offenders (current Broxtowe statement below)

Castle College uses the Criminal Records Bureau (CRB) Disclosure Service to assess applicant's suitability for positions of trust. The College complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction, caution or any other information received, and having a criminal record will not automatically bar an applicant from working for the College; this will depend on the nature of the position and the circumstances of the offence. A full copy of the college's policy in respect of recruiting ex-offenders is available upon request.

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PERSON SPECIFICATION

	Essential / Desirable	A	I	R
Educational qualifications 3. Degree holder or equivalent 2. Level 4 Teaching Qualification	E E	√ √		
Experience 9. Experience of driving up standards of teaching and learning in FE 10. Experience of coaching and mentoring others to improve performance 11. Experience of quality assurance processes within FE including self assessment and the Ofsted inspection framework 12. Experience of working constructively to achieve team objectives and deadlines 13. Experience of using IT in a business environment 14. Successful project management experience 15. Experience of successfully teaching a diverse range of students and adapting approaches accordingly 16. Curriculum development experience 17. Successful track record of supporting students' progress and achievement	E E D E E E E D E	√ √ √ √ √ √ √ √ √		
Knowledge 3. Knowledge of curriculum developments 4. Knowledge of methods of driving up quality in teaching and learning	E E	√ √		
Skills 7. Demonstrate strong communication skills 8. Able to lead and influence others 9. Clear and accurate written skills 10. Strong interpersonal skills 11. Able to work effectively on own initiative 12. Able to prioritise objectives and meet deadlines 13. Able to identify problems and suggest effective solutions 14. Able to use a range of IT software packages, including bespoke FE systems to produce reports 15. Strong teaching skills	E E E E E E E E	√ √ √ √ √ √ √ √ √	√ √	
Personal qualities 6. A strong motivator of people 7. The ability to multi-task and manage workloads 8. The ability to interpret, analyse and respond to complex numerical data 9. Experience of developing and managing projects from inception through to completion 10. Full driving licence, with use of a car for work purposes	E E E E E	√ √ √ √ √	√	
Equal opportunities 1. To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all. In additional knowledge of or commitment to acquire knowledge of the DDA 1995 (as amended by the Special Educational Needs and Disability Acts 2001)	E	√		

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