



JOB DESCRIPTION

Post title:	ESF eBusiness Champions Project Officer / Trainer
Post No:	tbc
Salary:	£30k per annum pro rata
Location:	Beeston Campus (Moving to Middle Street)
Working pattern:	0.8 post, 30 hrs/week Fixed term 3 Years (until 31 April 2012)
Directorate:	Technology & Construction
Responsible to:	Head of AxisCentre, T&C & eChampions Project Manager

Purpose of the role: Assisting in 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 assist in the delivery of the overall project outcomes on behalf of the college consortium, and working with the eChampions Project Manager, help plan and deliver the scope, technology and content of all events, the learning programme and its delivery mechanisms, as well as the supporting online and offline technology and content.

General responsibilities:

- To observe all college policies, procedures and working practices
- 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 effectively manage and develop any member of staff the post has a line management relationship with, ensuring that they make an effective contribution.
- To act as an ambassador for the College in all aspects of work.

- 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 develop and deliver the ESF eChampions contract, working directly within the project delivery team to ensure that all project targets and milestones are met.
2. Liaising with the beneficiaries of targeted employer/business sectors groups, Employer engagement account managers, and any other nominated contacts with the partner network of colleges and transnational partner.
3. Work with the ESF eChampions Manager and project delivery team to jointly develop 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. Deliver 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 deliver and upkeep 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. To deliver the technical setup, filming and web cast of 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 design learning material, and populate and upkeep of the ESF eChampions Online Knowledge database, participate in blogging and forums, and to keep the all aspects of the learning programme active, up to date, and relevant to beneficiaries and to the goals of the ESF eChampions Project.
9. To actively research and update learning, social and networking events related to the project.
10. To engage external organisations who can share knowledge and inform the learning, content quality issues. Eg Sector Skills Councils.
11. To assist the Division Head and Director of Faculty in preparing for all College inspections as necessary.

12. 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.

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

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 Human Resources Department, Beeston Campus, High Road, Chilwell, Nottingham, NG9 4AH.

Acknowledgement of applications

We are unable to normally acknowledge receipt of applications. If you wish to receive an 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

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.

The closing date for receipt of applications is 4th August 2009

PERSON SPECIFICATION

	Essential / Desirable	A	I	R
Educational qualifications <ol style="list-style-type: none"> 1. Degree holder or equivalent 2. Good general education 	D E	√ √		
Experience <ol style="list-style-type: none"> 1. Experience of delivery of technical & complex projects 2. Experience of innovation within the Internet/eBusiness technology fields 3. Experience of capturing live events on film or other medium and upload of captured events onto the internet 4. Experience of training and or presenting at events 5. Experience in building and working within online and face to face business communities/networks 6. Experience of technology projects involving overseas partners 7. Experience of employer or business engagement 	E D D D D E	√ √ √ √ √	 √ √ √ √	
Knowledge <ol style="list-style-type: none"> 1. Knowledge of the practical commercial application of the web within businesses. 2. Understanding of SMEs and their technology and business needs 	E D	√	 √	
Skills <ol style="list-style-type: none"> 1. Able to demonstrate strong communication skills 2. Able to communicate up to senior manager/board level 3. Clear and accurate report writing and written skills 4. Able to work effectively on own initiative 5. Able to prioritise objectives and meet deadlines 6. Able to identify problems and suggest effective solutions 	E E E E E E	 √ √ √ √	√ √ √	
Personal qualities <ol style="list-style-type: none"> 1. The ability to multi-task and manage workloads 2. The ability to interpret, analyse and respond to complex numerical data 3. Experience of developing and delivering projects from inception through to completion 4. Full driving licence, with use of a car for work purposes 	E E E D	 √ √	√ √	
Equal opportunities <ol style="list-style-type: none"> 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