

## Senior Project Officer (Monitoring and Compliance)

**Salary:** £23,000 to £ 25,000 pa+ 3% emp pension + 25 days holiday + bank holidays

**Hours:** 37.5 hours per week, 9:00 am to 5:00 pm, Monday to Friday

**Contract Type:** This contract will initially be until 31<sup>st</sup> December 2018, extension will be subject to continued government funding

**Reports to:** Project Manager

**Location:** Cranfield Innovation Centre, University Way, Bedfordshire, MK43 0BT

### About us

The South East Midlands Local Enterprise Partnership (SEMLEP) was set up in May 2011 as one of 38 Local Enterprise Partnerships (LEPs) in England. Established by the Coalition Government. LEPs play a central role in determining local economic priorities and undertaking activities that drive economic growth and the creation of local jobs. More information can be found on its website [www.semlep.com](http://www.semlep.com).

SEMLEP is formed as a company limited by guarantee. It has many partners including 14 local authorities, local businesses, business organisations and many other private and public organisations.

In addition to the work that SEMLEP carries out we also have a business support arm, called Velocity Growth Hub which provides free business support to small and medium-sized enterprises (SME) [www.VelocityGrowthHub.com](http://www.VelocityGrowthHub.com)

Velocity Growth Hub was established by [SEMLEP](http://www.semlep.com) in 2014 with funding from the Regional Growth Fund through Lancaster University. The Velocity Growth Hub aims to connect small and medium sized businesses in the South East Midlands with tailored support to enable them to grow.

The main elements of the Growth Hub are:

- A business information portal
- A team of six business advisers
- Revenue and capital grants for business support
- A programme of business workshops
- Focussed business development within the four showcase sectors identified by SEMLEP

## Job Summary

The successful candidate will be required to:

- Ensure compliance with European Regional Development Fund guidelines
- Work as part of the team and provide support for the Velocity Growth Hub
- Understand and document information requirements for the Velocity Project Board and funders including contractual targets and Key Performance Indicators and ensure the data, recording and document control is kept up-to-date
- Organise finances and outputs evidence, edit/ review claims and reports
- Organizing a filing system and deals with business enquiries
- Organise and support meetings, producing agendas and papers, setting up for meetings, minute taking and circulating actions
- Liaise with the Velocity business advisers to ensure that transaction recording supports performance reporting and that they provide eligibility information/forms for the business support provided
- Become the expert in-house for the management and administration of the CRM system and liaise with Alcium (the software provider) to ensure the CRM system supports working methods and performance reporting
- Monitoring and recording of staff time that is ineligible for ERDF funding through timesheets, triage logs and investment panel decision form
- Ensure that all timesheets and expenses are completed correctly and submitted on time
- Monitor and collate evidence of project activities (compliance and inception).
- Develop, set-up and maintain accurate filing systems
- Support the Project Manager with the procurement process

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.**

*Please note that this post will be part funded by the European Regional Development Fund.*

## Person Specification – Senior Project Officer

	Essential	Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>GCSE grade A* - C or equivalent in Maths and English</li> <li>Educated to degree level or equivalent</li> </ul>	X	X
<b>Experience</b> <ul style="list-style-type: none"> <li>High degree of accuracy in work, particularly when working to tight deadlines</li> <li>Prepare, review and monitor performance management for funding projects</li> <li>Sound knowledge of Microsoft Office applications</li> <li>Intermediate/Advanced excel skills</li> <li>Able to use initiative and work independently</li> <li>Good knowledge supporting and administrating CRM software systems</li> <li>Project management experience and/or qualification</li> <li>Knowledge of ERDF guidelines, rules and regulations</li> </ul>	X X X X X X X X	X X X X X
<b>General Skills</b> <ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Excellent organisational skills</li> <li>Excellent telephone manner</li> <li>Excellent attention to detail</li> <li>Able to manage work commitments and prioritise effectively</li> <li>Works well both in a team and individually</li> <li>Ability to work with detailed accuracy and speed</li> <li>Able to multi-task as priorities change</li> <li>Able to recommend process and systems improvement</li> </ul>	X X X X X X X X X X	X
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Flexible and able to contribute to a team approach</li> <li>Excellent interpersonal skills</li> </ul>	X X	
<b>General</b> <ul style="list-style-type: none"> <li>Self-motivated with a can-do attitude and a commitment to complete all tasks</li> <li>Presentable and professional at all times</li> <li>A full UK driving licence with access to a car</li> </ul>	X X	X

**Recruitment Timetable:**

<b>Advertised on:</b>	Tuesday 02 <sup>nd</sup> August 2017
<b>Closing Date:</b>	5pm on Friday 01st September 2017
<b>First Interview Date:</b>	Friday 08th September 2017
<b>Second Interview Date:</b>	Wednesday 13th September 2017
<b>Start date:</b>	ASAP

**How to Apply:**

Application is by CV and a cover letter outlining the reasons for your interest in this position and why you believe yourself to be suitable in line with the person specification. To assist us with effectively monitoring Equality and Diversity, please also complete our monitoring form which can be found [here](#). These should be submitted by 5pm on Friday 01st September 2017. Please submit your application by email to: [marcela.crusco@semlep.com](mailto:marcela.crusco@semlep.com).

If you would like a confidential discussion about the role, please contact: Marcela Crusco on 01234 436100.

We are committed to attracting, recruiting and developing a diverse workforce that reflects the diversity of the South East Midlands population our work is aimed at. Our vision is to embed equality and diversity into our day to day business and create an inclusive working culture where everyone is treated with respect and dignity and feels valued. We recognise the value of having a diverse workforce to achieving SEMLEP's vision and the need to promote equality of opportunity in all aspects of employment in order to support each individual to achieve their full potential. We welcome applications from all backgrounds regardless of age, disability, faith, gender, gender reassignment, pregnancy/maternity, race or sexual orientation, marriage and civil partnership and we would consider applications on a part-time, compressed hours or job share basis.

If you would like further information or have any specific access requirements to enable you to complete the application process please contact us on 01234 436100 or e-mail [marcela.crusco@semlep.com](mailto:marcela.crusco@semlep.com)