

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

ESF Project Officer

## **College/Department**

Careers and Employment

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0620-21

## **Salary**

£23,725 to £25,944 per annum

## **Reports To**

D2N2 External Engagement Manager

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The University of Derby has been awarded European Social Funding (ESF) for an ESF Higher Level Skills project: Grads for D2N2. This is an exciting collaboration between the Derby College, Nottingham City Council, Nottingham College, University of Derby and Vision West Nottinghamshire College, and NTU.

ESF Grads for D2N2 will offer a range of opportunities and initiatives to strengthen partnerships and co-operation between SMEs and education and skills providers to improve the labour market relevance within the D2N2 education and training system and strengthened vocational education.

The purpose of this role is to provide business administration and support for the day-to-day operation of the project. We are seeking a personable and proactive Project Officer who is confident in relationship management, process development, and extracting data for reporting purposes.

This post is fully funded by the European Social Fund.

## **Principal Accountabilities**

1. Support the ESF projects with project and resource coordination, for successful delivery in accordance with the outputs targeted by European Social Fund.
2. Management of project documentation, including audit documents and database records evidencing interaction and outcomes for start-up, employer engagement and job creation.
3. Managing and ensuring the protection of sensitive data required for financial processing or IP for start-up.
4. Create, maintain and refine a procedure for keeping records for project finances, including subsidies for SMEs.
5. Co-ordinate and develop a series of events for ESF projects, including developing a programme of guest speakers and competitions.
6. Responsible for the project co-ordination and delivery of the online resources for the projects, researching and developing content, creating structure and co-ordinating contributions from resource creators.
7. Ensure auditable evidence is available on a timely basis and support the compilation and preparation of the quarterly ESF claims in line with the requirements of the Funding / Partnership Agreement and ESF regulations.
8. Ensure all project evidence is collated and stored consistently and securely and is readily available for inspection in anticipation of audits.
9. Monitor completion of project staff timesheets against profile.
10. Manage the relationships with external partners to ensure the financial procedures are compliant and being followed.
11. Manage and update project information on an internal project database and run reports as required for both enterprise projects.
12. Collate evidence and monitor compliance with ESF branding and publicity requirements.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* A levels or equivalent

#### **Experience**

* Experience of running complex administration operations

#### **Skills, knowledge & abilities**

* Excellent proven administration skills
* Excellent written and verbal communication skills
* Report writing skills
* Ability to work as part of a team
* High level of IT literacy – experience of Microsoft Office suite including working knowledge of Excel
* Ability to understand complex issues
* Proven ability to work with a range of stakeholders (internal and external)
* Excellent interpersonal skills
* Very high level of attention to detail
* Performance driven
* Self-starter and proactive
* Personal integrity and confidentiality
* Strong customer service ethos
* Flexibility

### **Desirable Criteria**

#### **Qualifications**

* Higher Education qualification or equivalent experience in Administration

#### **Experience**

* Experience of project administration
* Experience of working to deadlines
* Knowledge/experience of HE/FE Sector

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)