



DESCRIPTION OF POST

Job title: Project Manager: ICELP English for every day

Size: Full time
Fixed term contract to start as soon as possible.
End date: 31/3/2020

Conditions of Service: Local Academic Contract

Scale: 13 (Annual salary £34,557)

Directly responsible to: Assistant Principal, Community Learning

A. Overall Purpose of Job

1. To act as project manager for the ICELP English for Everyday project working with project partners across 6 geographical areas ensuring all project milestones, delivery outputs and delivery outcomes are achieved.
2. To liaise with the 6 borough co-ordinators monitoring the quality of delivery in each area identifying and following up on poor performance.
3. To ensure timely data reports from each provider and flag any issues which may compromise the successful delivery of the project at an early stage.

B. Main duties and responsibilities

1. To act as primary contact for the project, overseeing the work of the project administrator and coordinating all staff and others involved in the delivery of the project outputs
2. To identify and develop working relationships with relevant stakeholders/ funders
3. To promote and develop partnership working maintaining excellent working relationships through the project steering group and with other stakeholders including the project evaluators
4. To hold weekly virtual meetings with borough co-ordinators in order to maintain regular communications between partners, provide project updates, monitor activities against work plan, ensure tasks are completed to time/budget, monitor and analyse risk and take prompt remedial action
5. To meet all project deadlines and targets in the project plan and ensure project outputs/outcomes are successfully met
6. To provide training for partners on the prescribed Speaking & Listening assessments and the Learner Attitude survey
7. To ensure all data returns from partners are completed at ESOL Hub level, submitted in time for our on line DELTA data returns to MHCLG ICELP team and to ensure associated documentation is retained by partners and available for external audit
8. Provide on-going support and encouragement to borough co-ordinators, tutors, volunteers and learners as well as other staff involved in the project
9. To monitor the quality of the learner experience through paired learning walks with each of the Borough co-ordinators on a sample of courses in each partner borough, gathering learner feedback, examining individual learning logs and using stakeholder focus groups.
10. To develop a strategy for recruiting volunteer ESOL Learning Ambassadors, assessing their suitability and training needs and work with borough co-ordinators to ensure individual and group support, a suitable training programme, opportunities to gain a qualification and that there is supervision and regular contact with volunteers
11. To develop and ensure the English for every day web directory is kept up to date with ESOL Hub activities and courses
12. To liaise with business support staff and Finance team keeping track of records of budgets, project finance and learner records
13. Manage risk assessments and carry out all duties in accordance with GDPR, Health & Safety, Safeguarding, Prevent and Equalities and report to the Safeguarding Adviser and line manager any issues or concerns
14. Provide quarterly project reports for the Project Steering Group and MHCLG ICELP team on progress against targets
15. Raise the profile and enhance reputation of the providers' provision in developing learners' confidence English skills
16. Promote success of English for every day through promotion of project and publicising good news stories
17. To share learning within the project learning network
18. Participate in any training/briefings arranged by the MHCLG ICELP team as agreed with the line manager
19. Contribute to the final end of project report



C. General Duties

1. To participate in performance review and continuous professional development (CPD) developing required knowledge, understanding and skills to deliver responsibilities effectively
2. To positively promote the Institute in all contact and communication with the public and learners
3. To follow all Institute policies and procedures
4. To undertake any other duties as may be reasonably requested commensurate to the level of experience and responsibility expected



Person Specification: Project Co-ordinator: English for every day

Specification	Essential	Desirable
Education and Training Formal qualifications and relevant training	<ol style="list-style-type: none"> 1. Degree or professional qualification/subject specialist qualification at level 3 or 4 2. A recognised teaching qualification (e.g. Cert Ed, DTLS) 3. Maths and English at Grade 9-4/A*-C or equivalent 4. Safeguarding and Prevent Duty 	<ol style="list-style-type: none"> 1. ESOL teaching qualification 2. GDPR
Experience Ability to undertake duties of the post	<ol style="list-style-type: none"> 1. Experience of project management including planning, working with partners and meeting the requirements of external funders 2. Experience of providing IAG and teaching adults 3. Managing staff teams and supporting volunteers 4. Experience of setting standards, monitoring these and implementing interventions if required 5. Developing and maintaining relationships 6. Using data to analyse performance demonstrating improved outcomes for learners and positive impact on improvements implemented 7. Contributing to collaborative decision making appreciating the impact and longer term effects of decisions 	<ol style="list-style-type: none"> 1. Experience of successfully managing change 2. Experience of working with adults with no or little English 3. Experience of engaging and working with 'hard to reach' adults
Skills and Knowledge	<ol style="list-style-type: none"> 1. Understanding of curriculum development 2. Understanding of GDPR, equalities, safeguarding, counter terrorism, health & safety and DDA legislation 3. Understanding of quality assurance and improvement frameworks 4. Developing, implementing and monitoring quality improvement processes to improve teaching, learning & assessment 5. Understanding of Equal Opportunities issues and experience of use of strategies to promote equality and diversity in teaching and learning and to identify and narrow student performance gaps 6. Informal methods of recording learners progress and achievement 	
Personal Qualities	<ol style="list-style-type: none"> 1. High level communication skills both oral and written 2. Ability to lead and inspire team 3. Positive, energetic and proactive approach and passionate about learning 4. Innovative and motivated to work with partners, adult learners and a diverse learner group 	



	<ol style="list-style-type: none">5. Highly organised and with the ability to prioritise complex workload6. Ability to work under operational pressure, delegate effectively and meet deadlines7. Attention to detail8. Reliable, responsive with a flexible approach to working hours9. Reflective practitioner able to develop own skills and seek advice from a variety of sources	
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