

# Talent Match

## Staffordshire

### **Project Officer (Monitoring & Evaluation)**

#### **Job Description and Person Specification**

**Job Title:** Project Officer (Monitoring & Evaluation)

**Salary:** £24,500 per annum pro rata

**Hours:** 22 hours per week, to be worked usually Wednesday - Friday

**Contract:** Fixed term until 30 June 2019. Continuation pending further funding

**Location:** TMS Office, Lichfield

**Line Manager:** Project Lead, Talent Match Staffordshire (TMS)

**Enhance Disclosure Required:** Yes

**Barred List Check Required (regulated activity only):** N/A

#### **Job Overview:**

The post holder is responsible for assisting the Chief Executive Officer and Project Lead in the delivery of the Talent Match Programme in Staffordshire. This includes;

- Project monitoring and evaluation.
- Reporting on Project progress.
- Procurement of services.
- Project business and sustainability activity.
- Day-to-day Project activity.

#### **Key Responsibilities:**

- GDPR compliance and implementation.
- To assist the Chief Executive Officer and Project Lead in the delivery of the Talent Match Programme in Staffordshire, in line with the Project plan.
- To manage the Project's monitoring and evaluation process, ensuring that data is collected correctly and in a timely fashion.
- Assisting with recruitment, quality assurance checking and contracting with organisations.
- Co-ordinating role within support and training for staff and volunteers.
- To ensure the engagement of potential beneficiaries who are not reached by the mainstream agencies
- To manage the sub-contracts under the TMS programme.
- Assist with drafting and implementing Policies and Procedures.

## **Main Tasks:**

### **1. Support engagement with providers**

- To monitor engagement of providers through effective communication.

### **2. Support engagement with participants**

- To support the engagement strategy, including:
  - Supporting peer engagement through the Youth Action Team (YAT), volunteer mentors and participants in the Project.
  - Other engagement activities as appropriate.
  - To contribute to the delivery by assisting the Talent Coaches in times of peak demand or with very complex referrals.

### **3. Service development**

- Draft or assist with proposals for service development or procurement for discussion with Youth Action Team and TMS Board.

### **4. Performance management**

- To monitor performance under each of the sub-contracts and discuss issues of concern/remedial action with the respective sub-contractor, alerting the Project Lead and Chief Executive Officer where issues are unable to be resolved in a timely and satisfactory way.

### **5. Monitoring and reporting**

- To develop and implement a monitoring system and tools to capture quantitative and qualitative data to evidence progress towards achieving Project outcomes and the impact of the Project, including:
  - Identifying feedback mechanisms.
  - Ensuring implementation of the Talent Match questionnaire, tracking interventions and beneficiaries progress.
  - Monitoring levels of engagement by young people, providers and other stakeholders.
  - Building a bank of case studies and supporting the YAT to identify and develop appropriate media for presentation of Project success.
- To draft progress reports as required for the Project Lead, Chief Executive Officer, Trustee Board and Big Lottery Fund.

## **6. General**

- To organise the applications for expressions of interest for partner service delivery.
- Assisting in staff recruitment, including preparing recruitment and contractual documents, shortlisting and interviewing candidates when required.
- To work as an active team member within TMS including attending and contributing to staff meetings and any other meetings as required.
- To act at all times in compliance with all policies, procedures and quality assurance frameworks of TMS, and with all relevant legislation.
- Undertake any other duties as determined by the Line Manager.
- To prepare the finance documents for funders and report on progress, achievements and issues for the Project Lead/Chief Executive Officer ensuring transactional reports are accurate.

## **Person Specification: Project Officer (Monitoring & Evaluation)**

1. Able to demonstrate the core Competencies required of all TMS staff
  - i. Positive work ethic, dependable and conscientious
  - ii. Flexibility, initiative and good time management
  - iii. Collaborative approach to success.
  - iv. Organisation and administration skills for the role, including IT skills.
  - v. Working within agreed business plans, policies, procedures and systems
  - vi. Working within reasonable direction of your Line Manger
  - vii. Beneficiary and customer focused
  - viii. Applies equality of opportunity
  - ix. Communicating appropriately
  - x. Proactive in personal development
2. Proven track record of project monitoring, evaluation and business planning including reporting on project targets.
3. Experience of working with young people.
4. Experience of procurement of services, resources and management of budgets.
5. A high level of IT literacy, including experience in using spreadsheets, databases, presentation software and online communications.
6. Ability to communicate effectively to a range of audiences in a variety of media including presentation skills.
7. Ability to maintain high levels of confidentiality and discretion at all times.
8. Ability to manage and prioritise a heavy workload, working under pressure to meet deadlines and targets.
9. Able to travel independently within Staffordshire as required and work occasional evenings/weekends.