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**Post Title:** Projects and Programmes Officer

**Post Hours:** 37 hours per week

**Grade:** SO2

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**Responsible to:** Head of Economic Growth

**Responsible for:** None

**Main contact associated with principal duties:**

Regular contact with other sections of the Council, Governance Boards e.g. Town Board or Local Partnership Group, Town/Parish Councils, organisations undertaking delivery of programmes, partner organisations and agencies at local and regional level, consultants, community and voluntary organisations and Government Departments.

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**Job Purpose:**

To develop and deliver externally funded programmes, management of programmes of local growth and regeneration funding, support and delivery of projects within the economic growth team. Development of Investment Plans, business cases, funding bids, monitoring of programme finances, delivery and compliance.

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**Control of Resources:**

Responsible for procurement of services, managing capital and revenue budgets, monitoring project expenditure and Subsidy Control requirements.

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**Main duties and responsibilities:**

1. To lead the development and delivery of externally funded programmes of local growth and regeneration funding within the borough and its towns, working with the appropriate governance structures steering the fund, and other partners
2. To manage programmes, projects and their budgets in accordance with an Investment Plan, business case and Assurance Framework.
3. To develop Assurance Frameworks, Risk Registers, Monitoring systems and all appropriate programme management documentation.
4. To establish and maintain a framework for evaluation and monitoring of Programmes and projects being managed in line with a developed Assurance Framework
5. To establish and ensure that robust governance and decision making processes are in place and maintained
6. To collect and analyse data to support the development and evaluation of projects

7. To develop and manage processes for bidding or commissioning rounds of growth and regeneration funding locally.
8. To manage external contractors and consultants.
9. To provide advice to the Council and its partners on all matters relating to the programmes and projects being managed.
10. To maintain effective relationships with key funders and partners and produce reports for funders and key partners.
11. To work outside the normal working day, by agreement, to meet the needs of the Council
12. To attend training identified as necessary to undertake current and future job requirements
13. To assist the delivery of projects and activities as a member of the Economic Growth service unit
14. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post. E.g. finance / budgets, supervision, physical resources.
15. To work actively to promote community cohesion, good race relations and equality of opportunity.

Selection Criteria	Essential or Desirable	Assessment Method
<b>Qualifications</b>		
1. Educated to A level or equivalent.	Essential	Application Certification
2. Degree or relevant professional qualification.	Desirable	Application Certification
<b>Knowledge, skills, abilities and experience</b>		
3. Significant experience of creating, managing and delivering externally funded community, regeneration, economic development and skills support based programmes	Essential	Application Interview
4. Experience of managing large budgets and programmes	Essential	Application Interview
5. Experience of working in partnership with the public, private and third sector.	Essential	Application Interview
6. Ability to produce clear and effective written reports, including through an effective use of Microsoft Word and Excel	Essential	Application
7. Ability to manage projects using appropriate tools, systems and information.	Essential	Application Interview
8. An understanding of public sector finance procedures	Desirable	Application Interview
<b>Special Requirements</b>		
9. Commitment to working towards the Council's equal opportunities objectives.	Essential	Application Interview
10. To be available for meetings and consultations outside usual office hours, including weekends, when required.	Essential	Application Interview
11. Have a current driving licence and to provide a vehicle for use at work.	Desirable	Application Interview Certification

Date: June 2025