

OPPORTUNITY

DSC Project Coordinator

Reference: R210292

Salary: £26,715 per annum. Grade 7

Contract Type: Fixed term until 31 October 2022

Basis: Full Time (36.5 hours per week)

Job description

Job Purpose:

Aston University have been awarded funding by the European Regional Development Fund (ERDF) to assist minority owned businesses to enter the supply chains of major contractors, particularly with reference to HS2. In this project, minority owned businesses are those owned and managed by women (particularly women with children), people with limiting disabilities, lesbian, gay, bisexual, transgender (LGBT) people, ethnic minorities and young entrepreneurs. Building on initiatives elsewhere, this project involves the delivery of an intermediary initiative to facilitate the development of relationships between minority owned businesses and large corporate contractors.

The Project Coordinator will support the management of all operational aspects of the project and to undertake business research/data collection with and under the supervision of the project manager. The role holder will be responsible for ensuring that the project is delivered to a high standard operationally, and that events and resources are managed effectively and to the benefit of all SME-cohort participants. This post is part-funded by the European Regional Development Fund (ERDF).

Main duties and responsibilities

- ▶ Planning and monitoring – Developing project operational plan in consultation with the Project Manager.
- ▶ Relationship management – Developing and maintaining a stakeholder management plan, planning and organising budget resources and administration systems,
- ▶ Recruitment and selection – In consultation with the Project Manager, engaging and selecting eligible beneficiaries to take part in the project.
- ▶ Project delivery – supporting the workshop and grant element of project delivery

Specific Responsibilities

Planning & Monitoring

- ▶ Plan and organise the project resources to ensure effective delivery and compliance to ERDF requirements.
- ▶ Initiate and monitor systems to ensure good communication amongst team members including the recording, updating and sharing of information and data.
- ▶ Be responsible for monitoring spend with the support of the PM and monitoring the use of Agresso. Review monthly budget spend and put in place remedial actions as appropriate.
- ▶ Produce quarterly reports from the data and on project activities
- ▶ Manage administrative systems to support the project including procurement, finance, marketing and output collation.
- ▶ Working with the Aston University Finance Department and partner universities in order to process the grant payments

Relationship Management

- ▶ Manage the relationship with referral partners and stakeholders.
- ▶ Monitor and ensure the quality of communications between team members and external stakeholders.
- ▶ Ensure that the line management is updated regularly on operational matters, initiating and monitoring systems for this.

Project Delivery

- ▶ Manage the process for the recruitment of new beneficiaries to the project and support the selection process
- ▶ Assist beneficiaries with the completion of the Grant Application
- ▶ Organise and support the delivery of the workshops for all cohort participants (including the facilitation of the workshops)
- ▶ Monitor the participant evaluation of each workshop series and innovation voucher service and ensure timely submission of the data.
- ▶ Put in place the processes to ensure effective collection of SME-participant impact evidence to aid overall project evaluation.
- ▶ Integrated working with the university departments involved with the operational delivery of the project.
- ▶ Ensure the provision of consumable items for the ERDF project (auditing stock, liaising with suppliers, preparing regular orders of commonly used items) meeting ERDF procurement requirements and regulations.
- ▶ To market the project by attending relevant events
- ▶ Collate relevant data, analysis the data and record the data using an effective method which makes it easy to access data which is essential for the project in order to record the impact of the project.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Education to degree level	Application form
Experience	<p>Substantial Experience of coordinating project operations.</p> <p>Substantial experience of communicating effectively with a wide range of people in a business context.</p> <p>Experience of collating and analysing data</p> <p>Experience of organising and facilitating events</p>	Application form and interview
Aptitude and skills	<p>A good knowledge of standard Microsoft packages (Word, Outlook, Excel and PowerPoint)</p> <p>Ability to work and build relationships with a range of partners, stakeholders and external clients and contractors</p> <p>Strong verbal and written communication skills</p> <p>Experience of writing reports</p> <p>Ability of managing administrative systems</p> <p>Excellent presentation skills</p> <p>Excellent attention to detail</p>	Application form and interview
Other	Willingness and availability to attend evening events	Application Form Interview

	Desirable	Method of assessment
Education and qualifications	Experience of coordinating projects for small business	Application form
Experience	Knowledge of business support providers and networks in the Midlands	Application form and interview

Contact information

Enquiries about the vacancy:

Name: Kavita Jeerh

Job Title: ERDF Programme Manager

Email: k.jeerh@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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