



OPPORTUNITY

Project Officer

Reference: R220263

Salary: £27,116 to £32,344 per annum (pro-rata) depending on experience
Grade 7

Contract Type: Fixed term until 29 December 2023

Basis: Part Time (4 days per week, 0.8FTE)

Job description

Job Purpose:

This role is based in the College of Business and Social Science at Aston University. The role is part-time (0.8 FTE) four days a week as the Project Officer for the new Pathways to Enterprising Futures project.

About Pathways to Enterprising Futures

Pathways to Enterprising Futures (PEF) is a project part-funded by the European Social Fund. The project aims to provide Entrepreneurship and Employability support to economically inactive and unemployed individuals in the Greater Birmingham and Solihull LEP (GBS LEP) area. This is achieved by an innovative approach to opening pathways and supporting enterprise skills development, underpinned by cutting-edge research, outstanding links with diverse communities, and highly credible intermediaries, who are leaders in their field, in a co-created support programme.

The project works with Citizens UK and ACH partners to deliver outreach activities to engage individuals from diverse backgrounds and in hard-to-reach communities. By ensuring they have the opportunity and know-how to start a business, we aim to help them move closer to self-employment or employment and improve diversity and representation in GBS LEP's entrepreneurship ecosystem.

This is achieved through several diverse activities, including identifying economically inactive or unemployed individuals open to building their skills and engaging in enterprise activity in deprived areas and communities, listening and consulting with them about their interests, skills, opportunities and barriers, and offering them a range of support services. The support services will include one-to-one support, workshops delivered in communities and online, and working with specialist third-party organisations and peer networks.

An action research framework will underpin the project. It will provide research evidence to policymakers about entrepreneurs' skills and business support needs, providing a template for operating accessible support networks for individuals in deprived and marginalised communities who face barriers to enterprise and entrepreneurship.

Pathways to Enterprising Futures Project Officer Job Purpose:

Reports to: The Project Officer will report to the Action Research Fellow

Job and Person Overview: You will be responsible for working on caseloads, registering and offering career and enterprise information, advice, and guidance to economically inactive and unemployed individuals, living within the deprived areas and communities in the Greater Birmingham and Solihull Local Enterprise Area (GBSLEP) via online, face to face and group work sessions.

You will need to demonstrate a thorough knowledge of programme delivery to the target audience, project management and delivery control techniques. In addition, you will have a successful track record of developing, managing, and delivering similar projects and programmes, working in complex delivery settings and successfully delivering results on target, ideally including skills and employment projects.

Aston University is looking for a motivated, confident, and flexible team member who is target-driven, works against tight deadlines and has excellent organisational and communication skills. You will be comfortable having ownership and accountability for your assigned tasks. You will work with a large and diverse number of internal and external stakeholders, from delivery partners and providers to senior managers, helping to ensure that Aston University delivers its PEF targets and outcomes on time, and the highest possible quality. Experience of working on ESF projects is desirable but not necessary.

You will be a team player who is also capable of working independently. You are able to solve problems and use your own initiative to develop best practice and are literate in Excel and other Microsoft packages.

Main Duties and Responsibilities

As the Project Officer, you will be responsible for developing and delivering Aston University's PEF outputs model and plan. The Project Officer will coordinate the establishment and lead the practical delivery of Aston University's PEF targets, working collaboratively with the other PEF delivery partners and third-party organisations. In addition, the Project Officer will act as the first point of contact for Aston University's PEF participant delivery.

Key Responsibilities

- ▶ To work on caseloads with individuals seeking employment, training and looking to start their own business.
- ▶ To provide one to one information, advice, and guidance to clients around employability and basic entrepreneurship
- ▶ To support the organisation and delivery of employability and entrepreneurship workshops and events to clients
- ▶ To build and maintain strong connections with organisations and charities that support unemployed people for referrals to our services and post-project support
- ▶ To maintain a close working relationship with the ESF PEF Team within Aston University and the project partners to offer career advice and support to project participants aligned to the project's specific outcomes
- ▶ To contribute toward written progress reports, meetings, events when required
- ▶ To network both internally and externally to support the recruitment of participants for career and enterprise advice.
- ▶ To work closely with the Aston Centre for Growth identifying opportunities to support participants with entrepreneurship skills.
- ▶ To work with the Action Research Fellow and research team members to provide access to delivery events and participants to ensure all impact, evaluation and research evidence and data are collected
- ▶ Complete and audit compliance paperwork and obtain eligibility criteria evidence
- ▶ Identify learner support needs and signpost appropriately
- ▶ Record all participant information onto CRM and track their progress
- ▶ To work towards a set of project-specific Key Performance Indicator targets
- ▶ To comply with all GDPR and data protection regulations.
- ▶ Comply with all relevant Aston University policies and procedures.
- ▶ Undertake such other duties as reasonably requested by your Line Manager

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	IAG Level 4 or above	Application form
Experience	<p>Experience in offering advice and guidance to service users in a previous role. Experience can include working in a coaching, mentoring or advisory capacity.</p> <p>Knowledge and familiarity of local support services, training and job opportunity providers in West Midlands</p> <p>Prior experience working on caseloads</p> <p>Proven expertise in delivering similar projects</p> <p>Proven expertise in delivering similar projects</p>	Application form and interview
Aptitude and skills	<p>Ability to work to targets maintain a high level of accuracy</p> <p>Excellent organisational and administration skills</p> <p>Good interpersonal and communication skills and ability to work across different cultures and communities</p> <p>Proven ability to multitask effectively and meet deadlines</p> <p>Proven ability to work as part of a team</p> <p>Proven ability to act independently and proactively on own initiative</p> <p>Flexibility and adaptability: Willingness to</p>	Application form, interview and presentation

	Essential	Method of assessment
	<p>adapt workload to the role's demanding and varying needs</p> <p>Effective and confident written and verbal communication skills</p> <p>Ability to use IT packages such as Microsoft Office – Word, PowerPoint, Excel with speed, accuracy and creativity.</p>	

	Desirable	Method of assessment
Education and qualifications	A first Degree or Project Management qualification or equivalent (or substantial demonstrable work experience)	Application form
Experience	<p>Project Management or audit qualifications</p> <p>Experience of working for externally funded projects. Demonstrable knowledge of the current European Structural and Investment Funds/ European Social Fund regulations.</p> <p>Experience of outreach work in hard-to-reach communities</p> <p>Experience of the Higher Education sector.</p>	Application form, interview and presentation

Contact information

Enquiries about the vacancy:

Name: Rakhi Parmar
Job Title: Project Manager
Email: r.s.parmar@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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