



**POTENTIAL**

## Project Coordinator and Compliance Officer

**Reference:** R220283

**Salary:** £27,116 to £32,344, per annum, pro rata. Grade 7, depending on experience

**Contract Type:** Fixed Term until 31 December 2023

**Basis:** Part Time (4 days a week) 0.8FTE

# Job description

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 Coordinator and Compliance Officer for the new ESF part-funded 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 partners Citizens UK and ACH 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.

**Reports to:** The Project Coordinator and Compliance Officer will report to the PEF Project Manager.

## Job Purpose:

You will play a lead role in ensuring that effective programme management, monitoring and reporting systems are in place and are in accordance with ESF Grant Conditions, Compliance and Audit Requirements.

You will play a key role in gathering data, intelligence and evidence recorded by all team members and project delivery partners to demonstrate funder outputs and targets are met.

You will support and maintain effective working relationships and communication with beneficiaries, strategic partners, delivery partners and key stakeholders, as well as supporting delivery partners through ESF compliance advice and guidance in regard to funding rules and regulations.

You will support the completion of Managing Authority and EU audit monitoring inspections by maintaining a full audit trail retained in accordance with the ESF contract and regulations.

Working closely with the PEF Project Manager, you will be responsible for the day-to-day administrative and compliance management of the project, ensuring that the project is on track to meet the output and results requirements of the funder and to minimise irregularities.

Aston University is looking for a motivated, confident, and flexible team member who is used to working against tight deadlines and has excellent organisational and communication skills. You should have demonstrable knowledge of the current European Structural and Investment Funds/European Social Fund regulations. Understand and a commitment to confidentiality and data security.

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

### **Main Duties and Responsibilities**

- To assist with the successful delivery of the project through effective monitoring, reporting and administration of project data collection, objectives, outputs and results.
- Working closely with the PEF Project Manager and Finance team to ensure that accurate, timely and detailed evidence and information is available and can be used to submit quarterly ESF project claims and Managing Authority audits.
- Ensuring processes are in place to review and check compliance across all activities (finance, outputs, reporting) in accordance with the ESF contractual requirements and flag any issues or areas of concern to the PEF Project Manager.
- To assist with training/supporting new project staff, so they are aware of and trained in their respective duties to ensure that all activities, documentation, and reports are compliant with project and funder requirements as well as good practice and Aston governance processes.
- Key point of contact for partners in respect of project claims, compliance, and related matters

### **Key Responsibilities**

- To maintain the project delivery and compliance database for reviewing and monitoring beneficiary engagement and outputs against claim profile.
- Monitor and check the completion of beneficiary documentation by project staff against the ESF contract regulations to minimise errors and gaps in information.
- Use and further develop the ESF compliant administration systems, in particular, the eligibility and evidence of beneficiaries to receive ESF support and to capture the output and results data
- Be responsible for ensuring that all original evidence and audit documents are scanned and certified as a true copy in line with ESF contract requirements.
- Be responsible for the retention and controlled access to the sensitive, confidential and auditable documentation through maintenance of both paper and electronic files. All files and access to meet external funders audit requirements, internal University audit requirements, data protection requirements, and minimise risk to the University.
- Lead on compiling quarterly claim information in conjunction with the ESF Project Manager and Accountant within Aston's finance team

- To support the PEF Project Officer and partners with delivery when required at events and workshops
- To work with the PEF Project Manager to prepare regular reports for the ESF Project Management Meetings.
- Undertake other routine office procedures as required, handle internal and external inquiries, and respond in a timely and professional manner.

### **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 that promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion, and work to support the University's environmental sustainability agenda and practices.

# Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	Degree level qualification (or equivalent)	Application form
<b>Experience</b>	<p>Proven expertise of working on compliance for similar projects</p> <p>Experience of working for externally funded projects</p> <p>Demonstrable knowledge of the current European Structural and Investment Funds/ European Social Fund regulations.</p> <p>Experience of having led project audits.</p> <p>Delivering induction and/or training to new staff or existing colleagues concerning compliance matters</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Ability to maintain a high level of accuracy</p> <p>Excellent organisational and administration skills</p> <p>Good interpersonal and communication skills</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>	Application form, interview and presentation.

	Essential	Method of assessment
	<p>Flexibility and adaptability: Willingness to 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
<b>Experience</b>	<p>Project Management or audit qualifications</p> <p>Experience of using the "EClaims" system for submitting ESF claims</p> <p>Experience of working in Compliance on an ESF project, reporting to DWP</p> <p>Experience of the Higher Education sector</p> <p>Experience of outreach work in hard-to-reach communities</p>	<p>Application form, interview and presentation.</p>

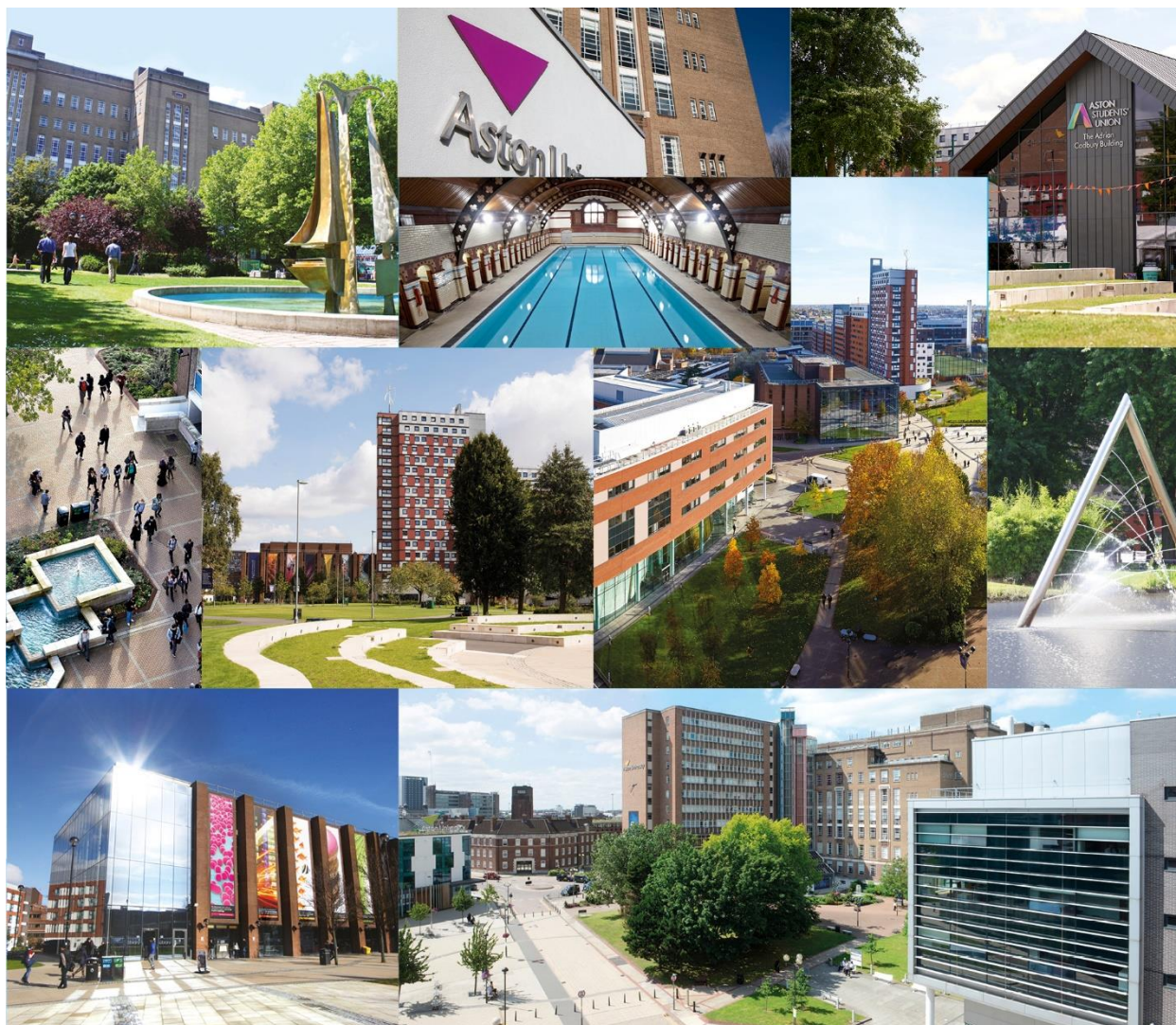
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Rakhi Parmar  
Job Title: Project Manager  
Email: [r.s.parmar@aston.ac.uk](mailto:r.s.parmar@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto: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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gets real.**