

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title of Post:	Project Manager
Grade:	Grade 7
Responsible to:	Director of Marketing, Recruitment and Communications

Job summary:

To manage and co-ordinate the LiNCHigher project across Lincolnshire. This collaborative project is part of a wider national initiative funded by the Office for Students (OfS) called UniConnect. Its aim is to increase aspirations amongst young people and target particular wards around the country, with the overall aim being to meet government targets of improving access to Higher Education.

Detailed responsibilities:

1. To develop and deliver the operating plan in conjunction with the lead institution, ensuring approval by the Office for Students (OfS) and Governance Board.
2. Chair the Project Operations Board, which oversees the operational delivery, monitoring and evaluation of the programme bringing together key stakeholders, and reporting to the Governance Board.
3. Liaise with partner organisations to ensure that the project plan is on schedule and achieving pre-agreed targets.
4. Line manage the members of the team in conjunction with BGU policies, in order to deliver an effective widening participation project.
5. To embed reporting and monitoring across the project to inform stakeholders, the Governance Board and Office for Students (OfS) of progress.
6. Work with HEAT, based at the University of Kent, to provide ongoing monitoring and reporting.
7. To produce regular reports to stakeholders on expenditure, evaluations, return-on-investment and targeted activity.
8. In conjunction with the project team; prepare, organise and execute widening participation and attainment raising initiatives, carefully targeted to specific groups of learners and monitor the effectiveness of learner progression.

9. In conjunction with the project team; liaise and negotiate with third party regional and national organisations to ensure delivery of tailor-made activities reaching the gaps areas.
10. Continue to develop a matrix working Hub Model that allows the different agencies to provide a coherent, value for money offer to school clusters.
11. Agree Management and Governance process for overseeing the work of the Outreach Hub.
12. Develop service level agreement/project proposal process to reflect Hub partnership.
13. To manage the budget allocation for this project demonstrating value for money and targeting is appropriate.
14. To attend appropriate staff development sessions and participate in the annual appraisal process.
15. To comply with the University's Health and Safety Welfare Policy, legislation and practice.
16. To maintain professional standards in relationships, including non-discriminatory practices.
17. To undertake any other duties that may reasonably be required.
18. The post-holder must operate within the guidelines, procedures and regulations of the University.
19. The post-holder must operate within the University's Financial Regulations, Diversity and Equality Policy and other relevant policies.

PROJECT MANAGER

Person Specification

	Core	Supplementary
Education/ Qualifications and Special Training	Good honours degree or equivalent experience	
Knowledge and Skills	<p>Excellent interpersonal, networking and communication skills with the ability to interact with potential students, parents, teachers and careers professionals.</p> <p>Project management skills, with proven experience of delivering against targets.</p> <p>Good ICT skills including Word and Excel.</p> <p>Ability to work and negotiate co-operatively with senior colleagues and engage them in new initiatives.</p>	<p>Working knowledge of the UCAS admissions process.</p> <p>Working knowledge and understanding of the national widening participation agenda and developing/delivering WP activities.</p>
Experience	<p>Experience of giving presentations to a wide range of audiences and of delivering interactive sessions with young people.</p> <p>Proven experience of budget management.</p> <p>Proven experience in developing robust monitoring, reporting and evaluation strategies.</p>	<p>Experience of working within higher or further education.</p> <p>Experience of chairing meetings</p> <p>Experience of working with voluntary/community groups.</p> <p>Experience of liaising with schools and/or colleges.</p>
Personal Attributes	<p>Self-motivated with a flexible approach to work and commitment to succeed.</p> <p>A current and valid driving licence.</p>	

	Ability to travel to local venues (many of which are in rural locations).	
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