

# ERDF COORDINATOR



## Role Profile

<b>Title</b>	ERDF Coordinator	
<b>Grade</b>	GRADE E	
<b>Reference:</b>	N774	
<b>Reports to:</b>	Head of Oceansgate and Marine Investment	
<b>Work style Definition</b>	Office based hot-desk/touch down worker	
<b>Job Type:</b>	Semi Professional	
<b>Primary purpose of role</b>	<p>This job will manage the coordination and delivery of the business support project delivered by Plymouth City Council working in partnership with the Growth Hub and associated projects. The business support programme will offer ‘sector blind’ engagement and advice activities that will also complement smart specialisation specific activities achieving the transformational ambitions of the LEP. This job will take a leading role in delivering aspects of the business support programme including marketing, and responding to the requirement of funders including the ERDF as well as coordinating programme management arrangements. The project is fully funded for 3 years.</p>	
<b>Key accountabilities and key measures</b>	<p><b>Role outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Writing and monitoring reports a in a timely way for the funder and internal management purposes (10%)</li> <li>▪ High quality marketing material is produced to promote events and the service (20%)</li> <li>▪ Support organising events and ensure they are well attended resulting in high levels of business engagement in the service (20%)</li> <li>▪ Responsible for the work programme successfully completing within the funding budgets (10%)</li> <li>▪ Ensuring that reporting procedures, data gathering and audit meet the needs of funders (10%)</li> <li>▪ Ensuring minutes are taken accurately and distributed in a timely fashion (10%)</li> <li>▪ Administration of the ERDF project, e.g. through checking progress, checking eligibility of submitted claims, processing</li> </ul>	<p><b>Role measures</b></p> <ul style="list-style-type: none"> <li>▪ Business and stakeholder satisfaction</li> <li>▪ Management of programme costs</li> <li>▪ Timeliness of paperwork for meetings</li> <li>▪ Public perception</li> <li>▪ Budget management value of £600,000</li> </ul>

	claims, and ensuring paperwork in a compliant way on time (20%)	
<b>Key activities</b>	<p><b>Project monitoring (40%)</b></p> <ul style="list-style-type: none"> <li>▪ Analyse and prepare monitoring, communication and briefing reports which detail and report on progress in terms of programme, finances, delivery, issues, and other project related matters. Care, accuracy, confidentiality, and security of the information must be ensured at all times</li> <li>▪ Support the preparation of ERDF audit and compliance</li> <li>▪ Data management, input and manipulation</li> <li>▪ Budget monitoring</li> <li>▪ Be key point of contact for funders</li> </ul> <p><b>Project Administration (30%)</b></p> <ul style="list-style-type: none"> <li>▪ Administration of grants to businesses including application forms, contracts and offer letters</li> <li>▪ Provide the project with administrative support such as diary management, administration, processing invoices, and ensure that all meetings are organised and accurate records of meetings kept.</li> <li>▪ Raising and managing purchase orders and contracts</li> <li>▪ Help applicants through the grant application process and will reinforce the compliance requirements throughout.</li> <li>▪ Submitting E-Claims once they have been checked for eligibility</li> <li>▪ Create systems that are compliant with ERDF regulation</li> </ul> <p><b>Marketing (30%)</b></p> <ul style="list-style-type: none"> <li>▪ Undertake marketing and communications activities involving the preparation of all marketing material with various partners including Growth Hub, Chamber of Commerce etc.</li> <li>▪ Maintain and promote good relations with business beneficiaries</li> <li>▪ Networking/ initiating contact with their ERDF funded projects in the SouthWest</li> <li>▪ Creation and management of social media platforms</li> <li>▪ Promote the project on social media and online, e.g. through Twitter, Facebook, LinkedIn and web site content. Make sure all marketing material is sector blind and complies with the funders rules and regulations</li> </ul> <ul style="list-style-type: none"> <li>▪ Undertake other duties appropriate to the grade of the post</li> </ul>	
<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Competent user of Microsoft Office including Microsoft Project and Excel</li> <li>▪ Knowledge of project management principles, methodologies and processes</li> <li>▪ Experience of both public and private sector processes in either procurement or project management fields</li> <li>▪ 3 A levels (Grade A-C) or equivalent including English and Math's essential to demonstrate a standard of literacy/numeracy commensurate with the role.</li> <li>▪ 5 GCSEs (Grade A-C/9-4) or equivalent including English and Maths essential to demonstrate a standard of literacy/numeracy commensurate with the role.</li> </ul>	

<b>Desirable qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>▪ A degree in a related field</li> <li>▪ Marketing qualification</li> <li>▪ Knowledge of creating and maintaining web pages</li> <li>▪ Experience of working in economic development and or large regeneration projects</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ ERDF programme administration &amp; coordination experience</li> <li>▪ Working in a complex multi- agency/partnership setting</li> <li>▪ Evidence of working on own initiative and responding independently to unexpected problems</li> <li>▪ Working in a matrix management environment with potentially competing demands for time</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Working in Economic Development or a large regeneration project</li> <li>▪ Working with politicians</li> <li>▪ Working with SME's</li> <li>▪ Working with social media</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ High level of interpersonal and communication skills are needed in order to exchange complex information with a range of audiences such as Senior Officers, project stakeholders and outside organisations</li> <li>▪ Negotiating and persuasive skills are used to be able to influence others in a particular course of action e.g. securing the best price for the procurement of new furniture for a school</li> <li>▪ Problem solving to identify solutions to problems posed e.g. facing conflicting timescales may require a change of action within the project plan</li> <li>▪ Keyboard skills are required to take minutes at meetings, to produce clear project documents such as schedules and budget reports, to use e-mail for communications and to maintain and update the project's web page</li> <li>▪ Planning and organisational skills to plan meetings and events</li> <li>▪ Budget management and monitoring skills</li> <li>▪ Time Management Skills to work to deadlines and achieve individual objectives</li> </ul>
<p><b>Corporate standards</b></p> <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	